

General Statement

All users of e-Recruiting, whether RU students, Alumni or employers, agree that the information contained within the software is for the sole purpose of job-related activities only. Personal and company information provided is voluntarily submitted and is solely for the purposes of connecting students and alumni with employers. In no circumstances is the information contained within e-Recruiting to be used for non-job-seeking activities or non-applicant-seeking activities. E-Recruiting is solely designed for career-related activities. Violation of the above policy will result in the removal from the system.

If a problem or concern ever occurs, Career Services should be notified immediately. Career Services will review each complaint/concern and, if legal concerns arise, the complaint/concern will be referred to the University General Counsel.

We ask that all users respect the privacy rights of each registered user.

Employer's Statement

E-Recruiting is designed to help you connect with potential RU student/alumni candidates. When you register, you agree to provide personal and company information that is common to any job board. The registered student/alumni will have access to your submitted information. While E-Recruiting is not an actual job application or interview tool, the information you provide will help potential employees review your job postings. They will use the information you submit to make the decision to contact you. Please be sure that what you submit is accurate and information you post you want to make public to registered students/alumni.

By agreeing to the above statements and by submitting your information, you voluntarily agree to make your information available to students/alumni for their review. If you want to make any changes to your information, it is your responsibility to make those changes. Further, it is your responsibility to contact Career Services should any concerns arise. In addition, you will have access to specific student/alumni information that is considered personal, such as home telephone numbers and addresses. As a user of e-Recruiting, you are expected to respect and protect the privacy of the student/alumni data and proceed with due professionalism.

Career Services reserves the right to deny any potential employer access to e-Recruiting should the employer abuse the system, post intentionally inaccurate or misleading information, or abuse, mislead or put any RU student/alumni in harm's way. Any legal violations will be referred to the University General Counsel.

E-Recruiting Posting Policy

Since our students and alumni are seeking positions of employment, positions listed in e-Recruiting must result in a W-2 being issued at the end of the year. Therefore, the following types of positions **may not** be posted:

- Work in private homes for duties such as child care, nanny, yard work, moving, painting, maintenance, etc.
- Jobs that require out of pocket expense from the student
- Jobs that discriminate against designated groups
- Commission-only positions

EEO Policy

By registering for an e-Recruiting account, your company and its representatives, affirm you are an equal opportunity employer, offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, disability, or citizenship unless required, and provides equal employment opportunity to all veterans as well as adheres to all Federal and State laws prohibiting discrimination in the workplace.

Third Party Recruiters - Guidelines for Posting

Third party recruiters are able to post positions on e-Recruiting, but they must specify that they are recruiting for another company, as well as disclose the company's name to Career Services. The company's information does not have to be shown on the job posting, but Career Services must be informed of the employer's name. Career Services will not disclose this information.

Employment Agencies/Search Firms/Staffing Services/Temp Agencies/On Line Job Board Services/Contract Recruiters, etc. - a.k.a., "Third Party Recruiters"

As a member of the National Association of Colleges and Employers, we follow their guidelines on Principles and Practices for Third Party recruiters, which include definitions and guidelines for recruiting. Please click the link below for more information.

<http://www.naceweb.org/principles/annotated.htm#third>

Career Fair Attendance Rules for Third Party Recruiters

In order to avoid conflicts of interest and confusion on the part of students attending career fairs, third-party recruiters should abide by the following rules when attending career fairs and recruitment events:

- a. Recruit only for positions which students would be a direct employee of the third-party recruiter. This means the employee is paid by the third-party recruiter and not by the client-company.
- b. Not approach participating career fair employers for the purpose of developing their company's client base or to conduct business-to-business activities.
- c. Not collect student résumés for the purpose of building data bases for any future employment opportunities. Résumés will be collected only for current openings.
- d. Clearly explain to students the type of position they are applying for (Permanent or Temporary to Permanent) and the placement locations.

Third Party Recruiters - Guidelines for Posting on E-Recruiting

Third party recruiters are able to post positions on e-Recruiting, but they must specify that they are recruiting for another company, as well as disclose the company's name to Career Services. The company's information does not have to be shown on the job posting, but Career Services must be informed of the employer's name. Career Services will not disclose this information.

Network Marketing Companies

Positions offered by Network Marketing Companies are considered business opportunities by Career Services and as such are not eligible to participate in career fairs, on-campus interviewing, résumé referrals, e-Recruiting, employer presentations, and/or sponsorships for on-campus activities.

Career Development considers organizations that engage in any or all of the following to be Network Marketing Companies:

- a. Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- b. Requiring an initial investment from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.

- c. Compensation in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Commission-Based Positions Policies

Positions solely commission-based will not be endorsed or promoted by Career Services, and will not be posted on e-Recruiting. For other commission-based positions, Career Services will request the following information be submitted for review, prior to posting on E-Recruiting or use of Career Services services/events:

- a. Is a college degree required/preferred for this position?
- b. Does this position offer a base pay plus commission? If so, please specify.
- c. Is there a documented earning record for this position? If so, please specify.
- d. Does your organization provide and reimburse training for this position?
- e. Is the employee responsible for purchasing materials/supplies for this position? What is the employee expenditure?

Career Services may append a commission-based position with the above responses, so as to inform candidates. Career Services reserves the right to deny a company posting and campus privileges if said company misleads or attempts to mislead Career Services or a candidate about the nature of the position.

Career Fairs Policies

Walk-on Registration

On occasion one or two tables become available for walk-on registrants. These tables become available because of "No-shows." If such a table becomes available, Career Services will release that table 30 minutes into the fair to the employer who made the first walk-on request (and a second table to the second request, etc.). The fee for that table will be the regular rate plus the late fee. That employer must have payment in hand (check, money order, credit card; no cash). **Career Services does not encourage walk-on registrations as we cannot guarantee table availability.**

"No-Show," Cancellation, and Refunds

On occasion, an employer may for whatever reason decide not attend a career fair for which they have paid and registered. If that employer "no-shows," that is, does not come to the fair and does not notify Career Services prior to the event that they are not coming, the full fee for the fair (or fairs) is assessed. If the account has already been paid, then those monies are forfeited. Career Services will make available the table space rented to that employer to the first-come, first served "walk on" registrant. Career Services will wait 30 minutes after a career fair opens to the students and alumni as the cut-off time to determine a "no-show."

Late arriving employers must inform Career Development of their late arrival time. Career Services will post a sign on late arriving employer tables noting their ETA. Late arriving employers who fail to notify Career Development in advance may forfeit their table space.

Refunds

- a. Refunds are not available two weeks (14 calendar days) prior to any Career Services event. Before this timeframe, employers may request a refund of fees paid, minus \$75 processing fee. As a courtesy, Career Services will carry over a registration fee to the next semester's fair; a written request is required by the company for this latter option. All refund requests must be made in writing on company letterhead.
- b. No refunds will be given for "no-shows" to Career Services events. Fees paid are forfeited.

- c. No refunds are given to any company/business that has violated a Career Services policy and is denied services. Fees paid are forfeited.
- d. Please understand that Career Services does not issue refund checks; instead, the University's Business office does this. Refunds will take some time to process.

Participation and Attendance

- a. The Career and Internship Fairs are hosted by Career Services are solely for employers to recruit student and alumni candidates, and for students and alumni to meet employers to discuss career and internship opportunities.
- b. Career Services events are not for employers to solicit employer business contacts. If an employer is found to be conducting business other than recruiting students and alumni for possible positions, that employer will be asked to leave the event immediately. In addition, that employer forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see below).

Professional Associations

Professional associations representing career areas and/or designations may attend the Career Fairs. To attend, the professional association must have positions available within their own organization and recruit for those positions. They are not to recruit for their membership, however. If an association is found to be conducting business other than recruiting students and alumni for possible positions within their organization, that association will be asked to leave the event immediately. In addition, the association forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see below).

Network Marketing Companies

- a. Network Marketing Companies are not considered "employers" by Career Services and are not eligible to participate in career fairs, on-campus interviewing, résumé referrals, e-Recruiting, employer presentations, and/or sponsorships for on-campus activities.
- b. Career Development considers organizations that engage in the following to be Network Marketing Companies:
 - 1. Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
 - 2. Requiring an initial investment from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
 - 3. Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Table Assignments

- a. Career Services assigns tables using a complex formula that takes into account display needs, electrical needs, number of recruiters present, and competition (we try to never place competing employers next to or opposite each other).

- b. Tables cannot be shared by employers. One table per company/business
- c. Table assignments are final. If an open table is available on the day of a fair, an employer may request to move. The Director of Career Services will facilitate such discussions and all decisions are final.

Payment

- a. Career Services can only process credit card payments, money orders, and check payments. Career Services will process payments in a timely manner and will make available receipts when requested, and will fax payment confirmations for Career Fair activity.
- b. All payments are due on the day of the event, unless other approved arrangements have been made. When payment for a Career Services event is past due after 90 calendar days, Career Services has the right to send the account to Collections for immediate payment. While the account is in Collections, the employer and its agents will be denied service.

Denial of Service

Career Services reserves the right to refuse services to employers due to any of the following:

- dishonesty;
- discrimination;
- breach of confidentiality;
- renegeing on established agreements between Career Services and the employer (verbal or written);
- renegeing on a job offer to a student;
- fraud;
- failure to pay for billed services;
- misrepresentation;
- harassment of Roosevelt University students, alumni, staff or faculty;
- failure to adhere to Career Services policies
- and/or any other violation of Roosevelt University rules and regulations.

When a company has been denied service, the company must cease the identified behavior/action, rectify the situation both in writing and in deed to Career Services and any other individual involved, and withdraw from the University for a period of one year from the date the rectification occurs. Any fees paid to the University for Career Services events or services during this period are forfeited to the University. Denial of services from the University includes, but is not limited to, participating in the Career Fairs, On-Campus Interview program, e-Recruiting, informational sessions, or working with colleges, departments faculty or students.

Career Services has the right to send to Collections outstanding accounts after 90 days of non-payment. The day after the event for which the balance is due is day one of this 90-day period. If the only issue is non-payment, as soon as an account is cleared, that employer may re-engage in services.