General Recruiting Statement

The Career Center at Messiah College is committed to ensuring that your recruitment experience with our campus is a positive one. In accordance with the National Association of Colleges and Employers (NACE), we strive to provide a fair process by following the NACE Principles for Professional Conduct for Career Services and Employment Professionals (http://www.naceweb.org/principles/) by maintaining a fair and equitable selection of employment opportunities and supporting our students in making informed and responsible decisions regarding their future employment.

In its provision of services to students, alumni, and off-campus recruiters, the Career Center makes no representations or guarantees regarding the opportunities listed on its website, bulletin boards, print materials, and other resources, and is not responsible for the wages, safety, working conditions, or other aspects of off-campus positions or programs. It is the responsibility of students and alumni to take the necessary precautions when interviewing for and accepting part-time/full-time employment, internships, volunteer activities, or placement in a graduate school program.

The Career Center reserves the right to edit, delete, or refuse any job, internship, or volunteer posting. This includes positions which are not compatible with the mission and values of Messiah College. In addition, Messiah College does not publish job/internship opportunities that require an initial monetary investment, including application fees. Positions that require participants to raise their own financial support must clearly specify this within the job description.

FalconJobs Disclaimer

By registering with FalconJobs, Messiah College’s online job search system, students and alumni permit their personal and professional information (e.g. name, address, telephone number, e-mail address, degree, etc.) they provide, to be accessed only by professionals at Messiah College and any recruiter that accesses the FalconJobs website. In compliance with the Family Educational Rights and Privacy Act (FERPA), permission for recruiters to release this information to any other person or agency outside of Messiah College requires a written release from the student.

For students and alumni: The Career Center is not a placement agency and therefore is not responsible for locating and/or placing you in a position listed on FalconJobs.

For employers: The Career Center is not responsible for filling any positions listed on FalconJobs, information sent to recruiters from students or alumni via FalconJobs, or the failure or success of student hires.
The Career Center invites opportunities to build relationships with external agencies in order to benefit students and graduates. Employers recruiting Messiah College students and graduates for full- or part-time, internship, or volunteer positions must adhere to the following guidelines:

1. The College has a no solicitation policy. This policy applies to businesses, as well as students selling to and/or recruiting other students. Any employer seeking an opportunity to hire students for these purposes will not be permitted access to students.

2. The posting of any franchise, multi-level marketing, "club membership", or distributorship arrangement is prohibited.

3. While you will be accommodated to the best of our ability, the Career Center does not guarantee room availability, audience attendance, or classroom visitation opportunities.

4. Employers may use an interview room on campus at no charge. Interview rooms are available Monday through Friday, 9:00 a.m.-4:30 p.m. Permission may be granted for other arrangements upon request.

5. Recruiters may not enter classrooms to hand out materials or present without prior approval from the professor of the class you wish to enter.

Third Party Recruiter Policy

In accordance with the NACE principles, the practice of the Career Center is to educate students regarding a wide variety of job search strategies, including third party employment services. Individuals can then determine whether utilizing these services will be of benefit to them. The Career Center does not endorse or recommend any third party employment services.

FalconJobs, Messiah College’s online job search system, allows third party recruiting firms/employment agencies to customize and post job listings for specific organizations. Interested candidates may submit their resumes via FalconJobs or contact these employers directly.

Third party recruiters must adhere to these guidelines set for by the Career Center and in accordance to EEO and FERPA:

1. Third party recruiters that charge fees to students will not be permitted to recruit on campus or post jobs to the FalconJobs system.

2. Organizations providing recruiting services may be required to inform the Career Center of the specific employer they represent and the specific jobs for which they are recruiting.

3. The FERPA law prohibits anyone outside of an educational institution receiving any information about a student from disclosing it to others without obtaining written consent from the student.
4. Employers recruiting for work outside of the U.S. are expected to respect EEO policy. Additionally, they will advise the Career Center and students of the realities of working in that country and of any cultural and foreign law differences.

5. The Career Center reserves the right to verify with organizations that they have hired a third party entity to fill positions within their organization.

6. The Career Center reserves the right to discontinue services to students, alumni, and recruiters who violate EEO, FERPA, NACE, and/or Career Center guidelines.

**Website Content**

Messiah College and the Career Center are not responsible or liable for the content, products, services, or other materials on or made available through the web links to other websites which are maintained by third parties.

The opinions and views associated with the websites are not necessarily those of the College or the Career Center.

The College or the Career Center shall not be responsible or liable, directly or indirectly, for any direct or indirect damage or loss caused by or in connection with use of or reliance on any such content, products, or services available on or through such sites.

The College or the Career Center permits and encourages links to content published on the Career Services Department website. However, any linking should not:

(1) implicitly or explicitly suggest that Messiah College or the Career Center promotes or endorses any third party’s causes, ideas, website content, products, or services, or

(2) use the Career Center content for inappropriate commercial purposes. The Career Center reserves the right to withdraw permission for any link.

Please forward any concerns regarding links and/or disabled links to career@messiah.edu.

**Professional Recruiting Practices**

With regard to professional conduct of job seekers, employers, and career centers throughout the recruiting process, the Career Center at Messiah College abides by the principles set forth by the National Association of Colleges and Employers (NACE).

**Family Educational Rights and Privacy Act (FERPA)**

FERPA is a Federal law that protects the privacy of student education records. Under this law, permission for recruiters or any other outside persons or agencies to release personal information to any other person or agency outside of Messiah College requires a written release from the student.