



CAREER AND PROFESSIONAL  
DEVELOPMENT CENTER

## **Policies and Parameters for Recruiting**

The Career and Professional Development Center (CPDC) at Messiah College is committed to equal employment opportunity for all persons and provides services to our students and employers. Employers and organizations recruiting Messiah College students are expected to abide by and adhere to the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](#) and the [Fair Labor Standards Act](#).

The CPDC and Messiah College reserves the right, in its sole discretion, to refrain from posting opportunities or hosting employers on campus. We expect all employers to comply with U.S. and [state] employment laws. It should also be noted that posting of jobs or internships as well as hosting employers on campus is not an endorsement of any employer or opportunity by the College.

### **GENERAL SERVICE GUIDELINES**

- The CPDC reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice or any CPDC-specific policy.
- The CPDC reserves the right to deny access for recruiters to the services offered through our office, including but not limited to: postings on our job/internship portal, career fairs, on-campus interviewing, tabling, and/or information sessions.
- Employers/individuals offering employment/entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase products or services upfront are not permitted to post opportunities, recruit on campus or attend career fairs.
- Employers/individuals offering employment/entrepreneurial opportunities based on a "pyramid" or "multi-level" networking structure requiring or encouraging the recruitment of others to sell products and services will not be permitted to recruit on campus or attend career fairs.
- Employers hiring for professional positions without an operational website cannot be served until there is a website operational. The CPDC will review the employer's website for appropriateness. Employers should have an EID number prior to initiating any hiring.

### **JOB/INTERNSHIP POSTINGS**

- Job postings must be actual, current openings for internships and/or traditional, W-2 or 1099 full-or part-time employees.
- Job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.
- The CPDC will review the employer's website and each job description for appropriateness and alignment with the interests and qualifications of our population.

### **LEGAL NOTE FOR EMPLOYERS**

- Employers should know that redisclosure of student information is prohibited. In other words, employers who receive students' resumes and educational information may use it only for the original purpose for

which disclosure was granted. Thus employers may not transmit (or redisclose) student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly rediscloses student records, we reserve the right to deny any future involvement in CPDC-hosted recruiting.