



Campus Recruitment Guidelines for Employers

Thank you for your interest in recruiting at Georgia College. To make sure that you and our students have the best campus recruitment experience, we have developed a set of guidelines for employers. If you have specific questions, please contact us.

To use the University Career Center resources for posting jobs and recruiting students, companies must adhere to Equal Employment Opportunity (EEO) guidelines. The UCC provides services to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, disability, or any other basis prohibited by applicable law.

Employers who use our services and participate in our recruitment activities must comply with the Principles for Professional Conduct outlined by the National Association of Colleges & Employers. This information is available at <http://www.nacweb.org/principles/>

The University Career Center is committed to connecting students with professional and educational work experiences that will benefit students. We reserve the right to prohibit an organization from recruiting on campus for using unethical recruiting practices or promoting opportunities that do not match our educational mission.

Multi-level Marketing Companies

If you represent a network/multi-level marketing or other commission-only company that wants to recruit on campus, we ask that you do not require students or alumni to purchase equipment/inventory or to make a financial investment with the company to secure or maintain employment. This policy refers to internships as well as part-time and full-time jobs. If your company agrees to follow these guidelines, we will work with you to promote your opportunities in a way that best fits our educational mission. Companies that agree to waive fees but fail to honor the agreement will lose their campus recruiting and job fair privileges. Salaried or hourly positions for the corporate divisions of these companies are permitted.

We do not allow organizations to promote franchise opportunities as jobs or internships.

Commission-Only Positions

Companies that offer commission-only full-time and part-time positions must disclose this information when posting a position or recruiting on-campus. Commission-only internships must provide specific information on how and when students are paid during the experience.

Companies that require further training and licensure paid by the candidate must disclose this information when posting a position or recruiting on-campus.

Fee Based Internship Programs

If your organization offers an internship or volunteer program that requires program fees, you must disclose these fees in your job posting. You cannot promise student's academic credit. We typically do not post information on internship placement agencies.

Third-Party Recruiting/Staffing Agencies

Third party recruiters working on behalf of a client must disclose the company they represent and provide a detailed job description for each position. Third party recruiters may not charge applicants any fees.

Pre-Screening Applicants

The University Career Center staff will not screen applicants for the employer. Instead, we will promote opportunities and when appropriate, refer resumes of students who have indicated interest in the position and fit qualifications such as major and GPA.

Internship Requirements for Employers

Companies who want to post internships must be willing to complete University paperwork for students wishing to

earn academic credit from their respective academic departments. Internships must also provide students with direct contact with a supervisor in their field. Each academic department at Georgia College decides which internships they will accept for credit. Strong internships are those that provide students with clear learning objectives and opportunities for professional development.

While the Career Center will post your internship, the academic internship coordinators for each department will determine whether a student may receive credit for the internship position. For-profit organizations with unpaid internship should adhere to the policies set forth by the [Fair Labor Standards Act](#).

Campus Interviews

For the University Career Center to promote your on-campus interview, we must have a completed file for your event on Career Connection at least 2 weeks prior to the interview date that must include: a specific interview schedule and a detailed job description that includes job duties, company description, and qualifications. If you choose to coordinate your own schedule, we still ask that you coordinate with our office so that we communicate your opportunity with students. We want to be able to help you have the most successful event possible.

Recruitment Materials

The University Career Center is not responsible for recruitment materials that are displayed and/or left unattended in public areas. We will display materials in our office that relate to our educational mission and will rotate these on a semesterly basis.

Job Postings

To post a job or internship through the University Career Center, each employer must provide a detailed job description to a staff member or post the position through Career Connection.

Outreach to Students and Campus Organizations

The University Career Center and the Office of Campus Life requires that companies go through the University Career Center to schedule campus visits. If you have another contact on campus, we just ask that you [email us](#) to let us know you will be here. We can be a tremendous resource for helping you promote the opportunity to students. We want to make sure you have a successful campus visit.

If you have specific job information you would like emailed to students, please contact our office so that we can help you. We cannot provide you with student contact information, but we are glad to send useful career information to students on a case-by-case basis.

The Career Center reserves the right to refuse recruitment privileges to any company whose policies and/or services do not match the educational values and mission of Georgia College & State University.