

## **Brandman University Career Planning and Development Office Employer and Recruiting Guidelines**

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The Brandman University Career Planning and Development Office has developed the following guidelines for the employer services provided through our office. These guidelines will help us ensure we are providing quality career opportunities, services, and information for Brandman students and alumni. The Employer and Recruiting Guidelines were developed in accordance with the National Association of Colleges and Employers (NACE) Principles for Professional Practice and standards used by other college and university career centers nationwide.

### **I. National Association of Colleges and Employers (NACE) Principles for Professional Practice**

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Brandman University adheres to the National Association of Colleges and Employers' (NACE) [Principles for Professional Practice](#), and we ask that you understand and abide by these policies as they relate to:

1. [Principles for Career Services Professionals](#)
2. [Principles for Employment Professionals](#)
3. [Principles for Third-Party Recruiters](#) \*(See also Third-Party Recruiting Guidelines)
4. [Advisory Opinions](#)
5. [Problem-Solving Procedures](#)

### **II. Employer Guidelines**

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Brandman's career posting portal is Brandman CareerLink .

1. Any institution, corporation, organization, agency or individual applying to use any of the Brandman University facilities and services, including Brandman CareerLink for the purpose of recruiting, posting fulltime jobs and internships, attending career fairs, or hosting information sessions hereby signifies its certification that it is an Equal Opportunity Employer and complies with all applicable state and federal laws. In addition, you certify that applicants will be given equal consideration without regard to race, gender, color, religion, creed, national or ethnic origin, age, marital status, sexual orientation, disability or other legally protected category.

#### **Resources**

[Best Practices for Online Job Postings](#)

[U.S. Equal Opportunity Employment Commission Prohibited Employment Policies/Practices](#)

[U.S. Department of Justice Types of Immigration Related Unfair Employment Practices Discrimination](#)

2. Student information accessed by employers is to be used solely by that employer and must not be sold or otherwise distributed to any entity other than the specific employer who has access to Brandman CareerLink .
3. Brandman CareerLink allows employers to post unlimited job and internship positions for Brandman University students and alumni free of charge. Brandman University's Career Planning and Development Office makes no promise or guarantee that any position (job, internship, volunteer) posted on Brandman CareerLink will be filled.
4. **Posting on Brandman CareerLink is not a right guaranteed to any employer. All postings are at the discretion of the Brandman University Career Planning and Development Office.**
5. By logging onto the Brandman CareerLink the employer agrees to the terms and conditions set forth by Brandman University and the National Association of Colleges and Employers' (NACE) recruiting policies, for the use of this online recruiting system. Failure to abide by these terms and conditions may result in discontinuation of access to Brandman CareerLink .
6. All positions posted should be full time and professional support, pre-professional, or professional in nature. If the position is in question please email [careerservices@brandman.edu](mailto:careerservices@brandman.edu) for assistance.
7. Positions submitted by Third-Party Recruiters must be clearly identified as such in the position description. Please refer to Third-Party Recruiter Guidelines for more information.
8. Position postings that require payment or an initial investment by a prospective employee are prohibited. Investments include but are not limited to: required attendance at unpaid orientation or training sessions; payment to attend orientation or training sessions, and/or purchase or rent of a starter or sales kit or sample/presentation supplies.
9. Reasons employer access to Brandman University Career Planning and Development Office services, including Brandman CareerLink , may be rejected and/or terminated include:
  - The nature of the business or business practices are inconsistent with the mission and values of Brandman University
  - Potential risks to the health and safety of our students
  - Dishonesty and/or misrepresentation of the company and/or position.
  - Discriminatory employment practices that violates applicable Equal Employment Opportunity regulations
  - Failure to adhere to Career Planning and Development Office Employer Services guidelines and/or any other violation of Brandman University policies, guidelines, rules, and regulations.
  - Complaints reported to the Career Planning and Development office regarding unethical work practices or treatment of students and/or alumni.
  - Failure to provide full disclosure of essential information concerning the nature of the position and/or compensation including, but not limited to:

- Position responsibility
  - Breach of confidentiality
  - Reneging on verbal and/or written agreements between the Career Planning and Development Office and the employer
  - Revoking a job offer to a student
- An incomplete or otherwise unacceptable Brandman CareerLink Employer profile including, but not limited to:
    - Missing company information. Blind postings are not accepted.
    - Company website address is missing and/or link is broken
    - Primary contact's email domain does not match the company's web site.
    - Free web based address (@gmail, @yahoo, @hotmail, @live, etc.) provided
    - Phone number provided is not tied directly to a company contact
    - Address/Location is not verifiable and/or a P.O. Box is listed
  - A Brandman CareerLink position posting included one or more of the following :
    - Offer to Work at home
    - Requests for money, money wiring, and/or credit report
    - Requests for Social Security Number and/or bank account numbers
    - Requests to receive or forward goods
    - Requests to solicit friends, family, or other members of the Brandman community for any reason
    - Postings that do not apply to a major/majors offered by Brandman University
- 10.** An employer should feel free to seek information directly from an applicant about his/her academic performance and to request a copy of the applicant's transcript if that information is important to the hiring process. In accordance with [FERPA regulations](#) , the Career Planning and Development Office will not provide this information directly to an employer.
- 11.** Positions must pay at least minimum wage for the state, county, or municipality, the position is listed in, with the exception of unpaid internships for academic credit and volunteer positions.
- 12.** Positions may be posted on Brandman CareerLink for a maximum of 60 days at a time. If your position posting expires before it is filled, you may relist with Brandman CareerLink again.

**Policy Affirmation for Employers (via Brandman CareerLink**

I understand and agree to the conditions detailed in the Brandman University Career Planning and Development Office Employer and Recruiting Guidelines. I have read and reviewed the National Association of Colleges and Employers (NACE) Principles for Professional Practice. The information provided on this form is true and accurate to the best of my knowledge. I understand that failure to comply with these guidelines will result in suspension or revocation of recruiting privileges at Brandman University.

### III. Third-Party Recruiting Guidelines

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Brandman University Career Planning and Development Office has developed the following requirements and guidelines for working with third-party recruiters in the interest of providing quality career opportunities for our students and alumni. They were developed in accordance with the National Association of Colleges and Employers (NACE) Principles for Third-Party Recruiters and standards used by other career centers nationwide.

#### Definition

The National Association of Colleges and Employers (NACE) defines third party recruiter as “agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.”

#### [NACE Principles for Third-Party Recruiters](#)

#### Third-Party Recruiting Terms and Conditions

Third Party Recruiter representatives who choose to post opportunities for Brandman University students and alumni through the Brandman CareerLink must agree/adhere to the following terms and conditions:

- Students and alumni will not be charged a fee for the third-party recruiter's services.
- Each job listing must be for a specific individual position.
  - The job listing must include the:
    - Industry
    - Occupational Title
    - Detailed Job Description
    - Position Type (Full-Time Professional)
    - Location
- The agency must identify itself as a third-party agency in the job description and include any and all names that it operates under in the job listing. The position description should begin with the statement "**We are a third-party recruiter seeking candidates on behalf of our client...**"
- The third-party recruiter must agree to disclose the name of the employer being represented on all announcements to both Brandman University Career Planning and Development Office and to students and alumni through the job description.
  - Blind postings will not be accepted.
- Career Planning and Development Office reserves the right to contact the client organization to verify any information regarding the position. If we have an existing relationship with the client, we will inform the third-party agency and decline to post the position.
- Recruiters are not permitted to disclose student information for purposes other than for employment for the position(s) specified on the job listing on the Brandman CareerLink unless authorized in writing

by the student. Under no circumstances can this information be used to solicit and/or sell to students and alumni, nor be added to the recruiter's general pool of candidates

- The agency complies with the requirements of the [Family Educational Rights and Privacy Act](#) and only releases candidate information with the written permission of the employment candidate and only for the specific listed position. Re-disclosure of candidate information is not permitted.
- All recruiters and the hiring companies represented must be Equal Opportunity Employers. Third-party recruiters must comply with the non-discrimination requirements of the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Equal Employment Opportunity (EEO) standards, and all state employment laws.
- Agencies understand that Brandman University Career Planning and Development Office does not provide resumes, data, or lists of graduates to third-party recruiting agencies.
- Brandman University reserves the right to deny access and participation to any third-party recruiter. We reserve the right to remove any postings that do not adhere to our terms and conditions. Any violation of these terms will result in the loss of access to Brandman CareerLink and will result in the suspension all Career Planning and Development Office recruiting privileges.

#### **Policy Affirmation for Third-Party Recruiters (Brandman CareerLink)**

I understand and agree to the conditions detailed in the Brandman University Career Planning and Development Office Third-Party Recruiting Guidelines. I have read and reviewed the National Association of Colleges and Employers (NACE) Principles for Third-Party Recruiters. The information provided on this form is true and accurate to the best of my knowledge. I understand that failure to comply with these guidelines will result in suspension or revocation of recruiting privileges at Brandman University.

#### **Resources**

[NACE Principles for Third-Party Recruiters](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[U.S. Equal Employment Opportunity Commission](#)