East Carolina University
THE CAREER CENTER

EMPLOYER GUIDELINES AND POLICIES

The following policies and guidelines apply to all employers offering part-time, full-time student employment or internship opportunities for East Carolina University students and alumni.

The Career Center will post a position, host for on-campus recruitment or offer registration for career events if:

1. The hourly compensation pay is at least minimum wage of $7.25 (USDL effective July 24, 2009).
2. The employer must provide the necessary information needed to post a position vacancy (organization name, products or services, compensation, a full job description with organizational contact information, etc.).
3. Full disclosure of the employment opportunity to the Career Center and students is required.
4. Third Party Recruiters must represent specific employers who have contracted with them and disclose to the Career Center the names of the represented employers.
5. Job vacancies are listed for 30 days, but employers may request a continual listing. All vacancies are listed online using the PirateJobs system.
6. The Career Center reserves the right to deny any request to list a position.
7. The employer complies with all state and federal Equal Employment Opportunity Laws.
8. The employer abides by the Principles for Professional Conduct for Career Services & Employment Professionals as established by the National Association of Colleges and Employers.

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The Career Center WILL NOT post a position nor host for on-campus recruiting, information table or career event if:

1. The employment opportunity involves on-campus solicitation, sale, or posting of materials, products or services.
2. The student must pay a nonrefundable fee to participate in a work experience or pay any type of fee for training.
3. The student is required to purchase or rent any type of sales kit or presentation supplies.
4. The work assignment interferes with or negatively affects the academic progress of the student, or requires or encourages a student to discontinue his or her academic program of study.

Other Employer Guidelines for recruitment of East Carolina University students and alumni:

The Career Center will post employment opportunities for a maximum of thirty days. If no one has been hired at the end of thirty days, the Career Center may repost the position(s) at the employer's request for an additional thirty days. Internship opportunities will be listed for appropriate periods, based on semester deadlines.

The Career Center professional staff will investigate all complaints by students about job postings, employers, or work assignments. If the Career Center determines that a complaint is justified, the office may choose not to post positions for the employer involved.

The Career Center reserves the right to refuse to list job openings or host on-campus any recruiting organization.

The Career Center and all employers they represent are expected to abide by the "Principles for Professional Conduct for The Career Center & Employment Professionals" as published by the National Association of Colleges and Employers.

Employer information tables may be scheduled through the Career Center staff for appropriate locations on campus. Tables may only be placed in areas designated by University policies.

Information tables are to attract students to the display, information and your representatives. Organizational representatives are not to approach students moving through the building(s) who do not overtly show interest in the information.

Any organization which does not abide by these policies will be asked to cease and desist. Any further violation will result in the cancellation of the current and all future information tables and any other on-campus recruitment activity.

CANDIDATE REFERRALS

Based on selection criteria employers provide (academic major, degree, graduation date, geographic location, required qualifications, etc.) The Career Center and Student Employment office will provide resumes of students or alumni who meet the specified qualifications. Employers must adhere to the "job listing" guidelines stated above. No direct referrals of student or alumni candidates or their resumes will be made to any third party recruiter.

ON-CAMPUS INTERVIEWING

Employers recruiting for current or projected full-time, part-time, co-op, or internship positions can schedule on-campus interviews with students and/or recent alumni. Interviews range in length from 30 to 45 minutes and are held in designated interviewing rooms on campus. The interview date and space reservations must be made at least three weeks in advance. Pre-screening of candidates is available. Employers arranging their own interview schedules may request a "room only" to interview. Recruitment employers should arrive at the designated interview location at least 30 minutes prior to their first scheduled interview. Third party recruiters may not participate in on-campus interviews unless they are recruiting for current or projected full-time permanent positions, co-op experiences, or internships within their organization.

JOB/CAREER FAIRS

The Career Center sponsors on-campus job/career fairs. Employer representatives participating in job/career fairs should arrive at the specified time and location designated by the coordinator of the event.

Return to: **East Carolina University Career Center**
701 East Fifth Street
MS: 414
Greenville, NC 27858-4353