EMPLOYER ELIGIBILITY GUIDELINES

Effective 6/4/2018

East Carolina University Career Services aligns employer eligibility guidelines based on the **Principles of Professional Conduct for Career Services Professionals** outlined by the National Association of College and Employers (NACE). Career Services does not endorse any employer, job posting nor other career opportunity over any other; Career Services only facilitates the connections between students/alumni with employers. Career Services does not assist in preferential practice, relating to the recruiting of students/alumni within any specified academic department. Career Services reserves the right to decline, suspend and or limit recruiting efforts in the event that an organization is unable to adhere to the following guidelines and policies including, but not limited to:

Employer Approval:

- Employers must abide by the Department of Justice’s Immigration and Nationality Act, which prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. 8 U.S.C. § 1324b (a) (1) (B).
- Employers must abide by federal and North Carolina Equal Employment Opportunity (EEO) guidelines.
- Employers must provide valid contact information including an organizational email account. Employers using personal (YAHOO, GMAIL, HOTMAIL, etc.) email accounts will be evaluated on a case-by-case basis.
- Employers without a physical business address will be evaluated on a case-by-case basis and approval will not be guaranteed.
- Career Services will only provide employer approval to those organizations that are looking to fill Full-Time, Internships or Co-Op opportunities. Part-time or seasonal work will be evaluated on a case-by-case basis. Any organization looking to connect with students on a volunteer basis, will be directed to the appropriate university resource.
- Career Services reserves the right to refuse service to any employer if a review of the specific opportunity, nature or status of the company suggests that it is inappropriate for our serviced population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if Career Services receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.
- Third Party Recruiters must be willing to adhere to the guidelines set forth by the National Association of Colleges and Employers; any Third Party Recruiter that is recruiting employees for their organization is still responsible for agreeing to the guidelines to receive approval and access to the Career Services database.
Job Approval

- Career Services will not approve positions that are multi-level or pyramid marketing opportunities.
- Career Services will not approve positions for domestic employment (i.e. babysitting, gardening, driving, and house cleaning).
- Career Services will not approve positions that do not include a base salary and rely strictly on commission.
- Career Services will only approve Full-Time, Internship, or Co-Op opportunities. Part-time or seasonal work will be evaluated on a case-by-case basis and are not guaranteed to be approved even upon approval as an employer.
- Career Services reserves the right to refuse job postings that require personal information at the time of application; bank account, social security number, photograph, date of birth, etc.
- Employers are prohibited from soliciting or selling products or services while recruiting through Career Services.
- Employment offers must not be contingent upon candidates paying fees related to confirming employment.