

# Excelsior College Career Services Recruiting Policy

Career Services at Excelsior College adheres to the **NACE Principles for Professional Practice for Career Services and Employment Professionals** (<http://www.nacweb.org/principles/>) and expects employers to do the same.

Services are provided free of charge to employers, students and alumni. The Career Center serves as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be taken as an endorsement by Excelsior College. Additionally, Career Services does not select candidates for employers or recommend one student/alumnus over another.

Excelsior College values and fosters respect for the health, welfare and dignity of all individuals. Organizations that do not share these values may be prohibited from posting positions to Excelsior College's recruitment database.

Therefore, the following types of job postings will be rejected:

- Postings that discriminate on the basis of any protected class under federal, state or local law.
- Position postings that involve marketing alcoholic beverages and/or other products which may harm an individual's health.

## General Job Posting Guidelines

- Contact person must have a professional email address that is affiliated with the employer (no personal emails such as Yahoo, Gmail, Hotmail, etc. will be accepted).
- Job postings must be actual, current openings for internships and/or traditional, W-2 or 1099 full-or part-time employees.
- Job postings or emails must contain sufficient detail to clearly convey clearly the nature and basic requirements of the job opportunity, as well as application instructions.
- Job postings or email communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.

## No Fees or Solicitation Permitted

College Central Network is a free service to Excelsior students and alumni. Therefore, job postings that involve online solicitation, or sale of products or services to students, will be rejected.

In no case, will the Career Center refer students or alumni, electronically or otherwise, to agencies that charge fees to the job seeker, and such job postings will be rejected.

**Exception:** This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.

## Privacy of Candidate Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Career Center only releases candidate information with the written permission of the employment candidate and only to the identified employers.

Employers should know that unauthorized disclosure of student information to third parties 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. Employers may not transmit or disclose 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 discloses personally identifiable information from an education record, federal law prohibits such organization from accessing education records for five years.

### Third Party Recruiters

Third Party recruiters are agencies, organizations, or individuals recruiting candidates for employment opportunities other than for their own staffing needs. Those that do not charge a fee to job seekers may post announcements regarding job/internship opportunities. Third-Party recruiters who do charge a fee to candidates will not be permitted to post such notices.

*General Disclaimer: Excelsior College reserves the right to reject any posting, at any time, for any reason.*

Questions on this policy may be directed to: [careerinfo@excelsior.edu](mailto:careerinfo@excelsior.edu).