

# Alfred University

## *McComsey Career Development Center*

### **CAMPUS RECRUITING POLICY**

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The Career Development Center at Alfred University adheres to, and requires all employers using our services to adhere to, the [NACE Principles of Professional Conduct](http://www.naceweb.org/principles/princip.html), <http://www.naceweb.org/principles/princip.html> . Alfred University provides career development services to all students, graduates, and alumni on an equal opportunity basis. We do not knowingly provide any CDC services to persons, firms, agencies, or organizations that discriminate in their selection of candidates or employment on the basis of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, marital, parental, or veteran status, or other prejudices.

All employers are required to sign an Equal Employment Opportunity Policy or provide the Career Development Center with a copy of their policy.

#### **Military Recruiters**

The United States Armed Forces continues to discriminate on the basis of age, gender, and sexual orientation in a manner inconsistent with Alfred University's Non-Discrimination Policy. However, Congress has passed a federal law to withdraw federal financial support (including certain types of student financial aid) to colleges and universities that do not allow military recruiters access to campus or to certain student directory information. If Alfred University denies military recruiters access to recruiting services and to certain student information, the University will lose some types of financial aid. Because of this, Alfred University's Career Development Center must allow an exception to our non-discrimination policy only to military recruiters. Our staff disagrees with the discrimination that is apparent in military recruiting, and we support the activity of campus groups who are working to change or express dissatisfaction with, these policies.

#### **Third Party Recruiters**

By using our services, third-party agencies/recruiters must meet and agree to the following requirements and terms:

- The third-party agency/recruiter does not charge the student a fee at any time for services provided.
- The third-party agency/recruiter has a specific job for which it is recruiting (i.e., it is not building a pool of applicants for future positions.) If, because of confidentiality reasons, the employer for whom the agency is working and the specific job title does not appear in the posting, the agency/recruiter must disclose that information to the Career Development Center staff.
- Resumes received from the Career Development Center (CDC) will be used to fill ONLY the position for which they were sent to the third-party agency/recruiter.
- Career Development Center staff will not pre-screen candidate resumes. All resumes received for a specific position will be forwarded. The third-party agency/recruiter can help the CDC by clearly stating the specific requirements that are being sought in candidates.
- All contact with students will be handled in a professional manner, and the student's disinterest and/or refusal is final.

## **Entrepreneurial Employment Opportunities**

- Employers offering entrepreneurial opportunities must pay a base salary equal to or greater than the federal minimum wage and employ within federal, state, and local regulations.
- Employers offering entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase products and/or services up front may not be permitted to post their opportunities online, recruit on campus, and/or attend Career Fairs.
- Employers offering multi-level entrepreneurial opportunities requiring or encouraging the recruitment of others to sell products and/or services may not be permitted to post their opportunities online, recruit on campus, and/or attend Career Fairs.