

Recruiting Policy & Disclaimer

▶Disclaimer

The Career Services Center at Philadelphia University in its provision of services to students, alumni, and off-campus employers makes no representations or guarantees expressed or written regarding the opportunities listed on its website and is not responsible for the wages, safety, working conditions or any other aspects of off-campus employment. It is the responsibility of the students and alumni to take the necessary precautions when interviewing for and accepting part-time, full-time and/or internship positions.

In addition, the Career Services Center's website contains links to other websites as a convenience to our students and is not responsible for the content of these sites. The opinions and views associated with these linked sites are not necessarily those of Philadelphia University and its Career Services Center.

▶Equal Employment Opportunity (EEO)

The Career Services Center and Philadelphia University is committed to providing equal opportunity in all educational programs for its students and in respect to employment and employment-related issues. Every employer, by participating in any University-sponsored program, shall be deemed to represent that no person shall be denied opportunity to apply for a position nor will any qualified individual be denied training, promotion, compensation, or benefits on the basis of any conditions of ethnicity, national origin, ancestry, race, color, religion, creed, sex, marital status, sexual orientation, age or disability as required bylaw. The Career Services Center abides by the principles set forth by the National Association of Colleges and Employers (NACE).

▶Employer Fee Payment and Event Cancellation/No Show Policy

Employer event registration fees must be submitted within 30 days following the event. Fees are non-refundable for an organization cancelling within five business days prior to the event. Future event registration for an organization with an unpaid balance due to late cancellation or nonattendance will not be approved until full payment is received. Access to all other recruiting services will also be denied.

▶Third Party Recruiter Policy

The policy of the Career Services Center is to educate students, alumni, faculty, and staff regarding a wide variety of job search strategies, including third party employment services. Individuals can then determine whether utilizing these services will be of

benefit to them. The Career Services Center does not investigate, endorse, or recommend any third party employment services.

- **Definition:**

According to NACE, the National Association of Colleges and Employers, third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs. This definition includes, but is not limited to, employment agencies, search firms, contract recruiters, and resume referral firms. (Note: Temporary agencies are not third-party recruiters. They are employers who pay individuals to perform work at a client organization.)

- **Third-Party Recruiter Services:**

1. Third-party recruiters **who are hiring for positions within their own organization** may be granted on-campus recruiting privileges (excluding online resume search, if applicable).
2. Third-party recruiters **who are hiring for positions outside their own organization** may have positions posted provided they disclose the name of the clients they represent. They must send the name of the organization before posting the position to Career Services at careerservices@philau.edu. The client name is NOT shared with the candidates or students but rather the Associate Director of Career Services just verifies the name of the client to ensure that they are not an active client of ours. The Career Services Center reserves the right to verify this information.

- **Conditions:**

By participating in these services, organizations agree that they will adhere to EEO standards in all recruiting activities, that no fee will be charged to any candidate at any time, and that organizations will not disclose student information under any circumstances to other entities without the student's prior written consent.

Freelance Definition

1. Terms of freelance employment include work hours determined by the assignment and using one's own workspace and materials; freelancers generally provide their own benefits. The freelancer often collects state sales tax from clients and pays his or her own income taxes. Freelancers own their own designs.
 - a. Employers who are hiring students for a freelance position must have an established business and a work for hire contract or agreement.

► Prohibited Job Postings

1. All positions that would **employ students for a private individual** with un-established business and no employment or work-for-hire contract (i.e. babysitter, tutor, caretaker, interior designer for your private home, etc.).
2. Non-degreed student jobs and internships that are **compensated only by commission**.
3. Non-degreed student jobs that require an license to practice (i.e. hiring a student who is pursuing a degree in architecture to develop plans for your home is prohibited)
4. All positions that require a **fee payment or investment prior to employment** (i.e. **entrepreneurial employers**). The Career Services Center defines **entrepreneurial employers** as those organizations that require the job seeker to make an initial financial investment or fee payment as a condition of employment. (i.e. franchise, pyramid scheme, etc) **Entrepreneurial employers** also include those organizations that provide financial incentives to staff who recruit new hires for the organization and for which the recruiting staff member receives a portion of the new hire's commission. Furthermore, entrepreneurial employers will **not** be provided with any online or on-campus recruiting services through the Career Services Center at Philadelphia University.

The Career Services Center adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time.
