

## General Employer Recruiting Services Policies

Career and Professional Development

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Stetson's Career and Professional Development (CaPD) is pleased you are interested in recruiting and hiring our students and alumni. CaPD strives to fairly and ethically balance the needs of students and alumni with employers who recruit them. To create a positive and productive recruiting experience for all, we ask employers to adhere to the following policies.

### Non-Discrimination

Stetson's CaPD opens its facilities, programs and services to employers and recruiters who consider all applicants on the basis of merit and will not discriminate against any individual on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law.

### Professional and Ethical Practices

Stetson's CaPD makes every effort to comply with the National Association of Colleges and Employers (NACE) [Principles for Ethical Professional Practice](#). Recruiting organizations are also expected to make every effort to comply with NACE's [Principles for Ethical Professional Practice](#). Additionally, Stetson's CaPD also asks recruiters to abide by the following specific principles in their recruiting:

- Serving alcohol should not be a part of the recruitment process on or off campus. Therefore, all recruiting activity, regardless of its location, should be alcohol-free. If an employer chooses to provide or serve alcohol in violation of this policy, the individual and company/organization recruiting assumes complete liability and agrees to indemnify Stetson University, including its trustees, officers, and employees, for any damage or injuries sustained to persons or property as a result of or arising out of a violation of this policy.
- Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the career services office of any test/assessment conducted on campus and eliminate such a test/assessment if it violates campus policies or fair employment practices. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests/assessments will be reviewed by the employing organization for disparate impact and position-relatedness.
- Employment professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

### Third-Party Recruiters

Contract recruiters, search firms, resume referral firms, temporary agencies and employment agencies may participate in recruitment if every effort is made to comply with NACE's [Principles for Ethical Professional Practice](#). Additionally, third-party recruiters are not permitted to charge students or alumni fees for use of services. Exceptions to this policy will be made for pre-approved non-profit organizations who facilitate students' participation in international academic internship opportunities.

Additionally, Stetson's CaPD also asks third-party recruiters to abide by the following specific principles in their recruiting:

- Disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- When deemed necessary, disclose information upon request to Stetson's CaPD that would enable CaPD to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career services must respect the confidentiality of this information and may not publish it in any manner.
- Not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

### **Domestic Employment**

Individuals hiring for openings associated with private individuals or residences (e.g. babysitting, gardening, driving, and house cleaning, tutoring, moving, painting, maintenance, elder care, etc.) are not permitted to recruit.

### **Independent Contractor (1099)**

Organizations and individuals that recruit independent contractors for direct sales and entrepreneurial or franchise opportunities described by one or more of the characteristics below are not eligible to participate in recruiting activities:

- Offer compensation that is entirely or predominantly commission-based
- Offer compensation based on fees earned from others under their sponsorship and/or a percentage of sales generated by others
- Offer no salary, but offer individuals the opportunity to start and run their own businesses
- Require individuals to make an initial investment such as direct payment of a fixed fee, payment to attend orientation or training, fees for leads or lessons, placement fees and/or purchase of samples or a starter kit

### **Commission-Only Positions**

CaPD welcomes employers who hire employees for commission-only positions. However, these organizations must fully disclose to CaPD, students, and alumni the structure of their compensation packages and business costs incurred through employment.

### **Buy-ins or Fees**

Employers charging fees of students or alumni are not permitted to recruit. This includes, but is not limited to, training costs, license fees, travel expenses, and investments of personal capital.

### **Marketing and Advertising**

Employers will not solicit or sell their products or services during the course of recruiting.