

General Employer Recruiting Services Policies

Career Success
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Stetson's Career Success team is pleased you are interested in recruiting and hiring our students and alumni. Career Success 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 Career Success 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 Career Success 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 Career Success 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 acceptance. 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 that facilitate students' participation in international academic internship opportunities.

Additionally, Stetson's Career Success 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 student's credentials will be disclosed.
- When deemed necessary, disclose information upon request to Stetson's Career Success that would enable Career Success 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 websites, 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, house cleaning, tutoring, moving, painting, maintenance, elder care, etc.) are not permitted to recruit.

Independent Contractor (1099) & Commission-Only Positions

Career Success welcomes employers who hire employees for 1099 & commission-only positions. However, roles will be evaluated on an individual basis for their appropriateness for Stetson students. If accepted, these organizations must fully disclose to Career Success, students, and alumni the structure of their compensation packages and business costs incurred through employment. Stetson Career Success reserves the right to delete role listings that are deemed inappropriate.

Buy-ins or Fees

Employers charging fees for 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.