

## Employer Policies

Ursinus College Career and Post-Graduate Development (CPD) has set forth the following guidelines for employers to ensure a positive and equitable recruiting experience for all parties involved.

### **NACE Principles for Ethical Professional Practice**

Ursinus College is a member of the [National Association of Colleges and Employers \(NACE\)](#). All recruiting professionals participating in our Recruiting Program are required to work within the framework of maintaining a fair and equitable recruitment process, and support responsible decision-making by candidates as stated in the [NACE Principles for Ethical Professional Practice](#).

### **Definition of the Recruiting Program**

Our Recruiting Program includes, but is not limited to, the following: online job and internship postings in Handshake, on-campus interviews, information sessions, workshops, panel discussions, classroom presentations, career fairs, networking events, virtual events, on-site employer workplace visits.

### **Marketing and Outreach**

Employers must coordinate all outreach, marketing and activities targeted to our students through CPD as opposed to contacting faculty, staff, and students directly. We are happy to assist in developing a strategy for contacting our campus community.

### **Job and internship Postings**

For job and internship postings, we use [Handshake](#) as our official recruiting platform.

In regard to **Unpaid Internships**, employers posting an internship in the Handshake recruiting platform should review the U.S. Department of Labor's Wage and Hour Division guidelines on compensation. This [fact sheet](#) provides information on whether workers are considered unpaid interns or paid employees under the Fair Labor Standards Act (FLSA).

### **Excluded Recruiting Practices**

The Ursinus College Recruiting Program specifically excludes the following activities:

- Hiring students to recruit other students and alumni for the employer's purposes
- Posting from organizations without verifiable email addresses. This includes organization emails that do not correspond with their website or from generic email services, such as gmail, yahoo, etc.
- Employers without a working website.
- Employer requests for recommendations of preferred candidates.

### **Multi-Level Marketing Policy**

Multi-level marketing (also known as network marketing organizations, tier group companies, pyramid companies, etc.) are not considered "employers" by Career and Post-Graduate Development and are not eligible to participate in any recruiting services, including attendance at the annual Job, Internship and Networking Fair. Multi-level marketing organizations are those that engage in one or more of the following practices:

- Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business;
- Requirement of an initial investment from individuals, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an

orientation or training session, and/or purchase of a starter kit or presentation supplies regardless of if the fee is “refundable”.

- Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.
- The employment opportunity involves on-campus solicitation.
- The work assignment interferes with or negatively affects the academic progress of the students, or requires or encourages a student to discontinue his or her academic program of study.

### **Equal Employment Opportunity (EEO) & Non Discrimination Policy**

Employment professionals recruiting on campus and posting jobs on Handshake will be expected to maintain Equal Employment Opportunity compliance and follow affirmative action principles in recruitment activities. It is the policy of Ursinus College and Career and Post-Graduate Development that each candidate be considered solely on the basis of qualifications, without regard to race, color, creed, religion, national origin, age, gender, sexual orientation, gender identity, genetic information, marital status, political belief or affiliation, disability, veteran status or any other bias prohibited by applicable law.

### **Disclaimer**

At their discretion, Ursinus College Career and Post-Graduate Development reserves the right to refuse service to any employer if a review of the opportunity or nature/status of the organization suggests that it is inappropriate for our population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if we receive student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance. Employers are advised that CPD reserves the right to update these guidelines at any time and employers are required to comply with the guidelines at all times. The Career and Post-Graduate Development Office at Ursinus College may review job descriptions posted by any employer for appropriateness and content, and reserves the right to remove any job descriptions without notice or explanation to the employer.