

The Center for Career & Professional Development (CCPD) adheres to the **NACE Principles for Professional Practice for Career Services and Employment Professionals** and expects employers to do the same. [These principles are available on the National Association of Colleges and Employers website](http://www.naceweb.org/knowledge/principles-for-professional-practice.aspx).

Employers are expected to maintain a positive, collaborative working relationship with CCPD staff. That includes cooperation with CCPD policies and procedures, meeting necessary deadlines to ensure smooth operation of on-campus interview visits, providing the job / company information and data requested, providing hire data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA). Employers that willfully violate FERPA regulations could lose access to CCPD services. All employer representatives are expected to support CCPD policies in all interactions with students. Of course, the CCPD management team welcomes employer feedback and input on those policies at any time.

Employers that are unable to comply with these policies may wish to use other recruiting resources.

**Service Guidelines**

1. CCPD reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice or any CCPD policy.
2. CCPD works with third parties only under limited circumstances, which are outlined in detail in the CCPD Third-Party Recruiters statement.
3. CCPD reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if CCPD receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.
4. Employers without an operational website cannot be served until there is a website operational. CCPD will review the employer’s website for appropriateness. Employers should have an Employer Identification Number (EIN) prior to initiating any hiring.
5. CCPD will not provide service to any employer requiring upfront payment of any kind or the purchase of products or work equipment/tools (with the possible exception of safety equipment such as steel-toed boots).
6. In the event that a Lehigh University co-op or Intern experiences any harassment or actual or potential harm at the workplace, the employer’s recruiting privileges will be suspended pending a resolution of the situation that is satisfactory to CCPD.
7. CCPD does not recommend or select candidates for employers.
8. Employers must always use corporate email addresses, not personal email addresses; i.e. Gmail, Hotmail, Yahoo, etc.
9. Your account as an employer provides you a limited, terminable right to access and use the CCPD job search site only for your internal business use to seek candidates for employment and scheduling interviews.

**Job Postings**

* Job postings must be actual, current openings for internships, cooperative education assignments, and/or traditional, W-2 or 1099 full-or part-time employees.
* Your job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.
* CCPD will review the employer’s website and each job description (whether a job listing or for an on-campus interview) for appropriateness. Opportunities suitable for other majors will be shared with those majors.
* Your job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.
* You may not use your job postings or e-mail to post advertisements or solicitations for employment in the pornography industry or post pyramid schemes.
* You may not use your job postings or e-mail to post false, inaccurate, or misleading information.

**Resume Access**

* CCPD will not give account access or forward resumes to home-based businesses.
* CCPD will not send resumes to personal e-mail accounts (domain names like gmail, yahoo, hotmail, etc.)
* We do not send resumes or give any employer passwords to corporate “student ambassadors” or “student campus recruiters.”  It is a violation of professional standards to provide a student’s resume to a fellow student for review and decision-making.

**Third Party Recruiters**

* Definition: According to NACE, the National Association of Colleges and Employers, Third Party Recruiters are defined as agencies, organizations, or individual recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own need. This definition includes, but is not limited to employment agencies, search firms, contract recruiters and resume referral firms.
* Third-Party Recruiting/Staffing Firms must select “Third Party Staffing” as the industry.
* Third-Party Recruiters who are hiring for positions within their own organization may post positions.
* Third-Party Recruiters posting a job for a client, must disclose the client’s company name in the Job Description box. All positions posted by Third-Party Recruiters without the client’s company name will be deleted from the system.

**On-Campus Recruiting / Interview Scheduling**

* **Cancellations**: Employers that cancel interview schedules once the student sign-up window has opened are responsible for contacting students who were invited to interview to inform them of the cancellation.
* **Space available**: During peak periods, CCPD may limit the number of interview rooms available for a given employer. Employers with a history of reserving more schedules than they can fill will be limited to one more room than was filled in the prior year.
* **Extra space/“room only”:** If you will need additional space for tests or administrative purposes, please request a “room only” at the time you request interview space, as same-day requests often can‘t be accommodated.
* **Missed deadlines**: CCPD will make repeated efforts to contact employers who miss on-campus recruiting deadlines. However, should the employer fail to acknowledge reminder calls or e-mails, CCPD reserves the right to determine whether to change the schedule from pre-select to qualified open or to cancel the interview schedule.
* **Schedule issues:** CCPD will make every effort to customize interview schedules to accommodate recruiters’ needs; similarly, CCPD will make every effort to ensure that only students who match the employer’s stated qualifications and work authorization are able to interview. Employers who decide to remove individuals from interview schedules are responsible for notifying those candidates and explaining why they were removed, unless CCPD permitted a “non-match” to schedule.
* **Schedule timing**: Employers should consider travel implications before interview schedules are finalized—or at least before student sign-up begins—to minimize conflicts on the interview date. CCPD will gladly accommodate employers’ schedule preferences when stated in advance. Please note that all interviews should be planned to conclude by close of business at 5 p.m.

**Transcripts /Academic Standing Verification / Work Authorization**

* CCPD strongly discourages employers from requesting that students provide official transcripts at the initial interview. The fee for processing official transcript requests can present a financial burden to students who actively participate in interviewing. Employers that simply want to see courses completed can do so by requesting an “unofficial” transcript (degree audit or “advising report”), which students can download from their University Registrar’s account at no charge.

**Unpaid / Volunteer Work**

* CCPD does not post for unpaid internships or employment unless the internship description meets the 6 criteria outlined in the U.S. Department of Labor [the Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act.](https://www.dol.gov/whd/regs/compliance/whdfs71.htm)

**Campus Marketing/Promotional Postings**

* These positions have job titles such as “brand ambassador” or “campus representative” and the target customer or audience is fellow students, staff/faculty, and the campus community.
* Where the primary target market is Lehigh University students, organizations, staff/faculty, or the general campus community, candidates must be paid an hourly wage equal to or above minimum wage. Wage must be disclosed in the posting. Unpaid, stipend, commission-only, or quota-based positions are not accepted. Students cannot be solely compensated in product, rewards, prizes, or any other type of non-monetary means. Academic credit is not an acceptable form of compensation, since the employer plays no role in granting credit for the opportunity. These positions will be tagged as “part-time work” in the LUCIE system.

**Student Privacy Issues**

* [FERPA](http://www.naceweb.org/knowledge/legal/ferpa-basics.aspx)
* Social security numbers should not be used during the hiring process.

**Legal Notes for Employers**

* The Family Education Rights and Privacy Act (FERPA) requires signed written consent from a student prior to the disclosure of personally identifiable information from education records by an educational institution. All students registered as job seekers with The Center for Career & Professional Development is required to sign such a consent form so that this office can legally provide their information to potential employers.
* Employers should know that re-disclosure of student information is prohibited. In other words, employers who receive students’ resumes and educational information may use it only for the original purpose for which disclosure was granted. Thus employers may not transmit (or re-disclose) student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly re-discloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.

***The Center for Career & Professional Development is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. We expect all employers to comply with U.S. and State employment laws and we recommend including an EEO statement with all job descriptions.***