



WEST VIRGINIA STATE UNIVERSITY

Office of Career Services Recruitment Policy

All recruiters will adhere to The Equal Employment Opportunity (EEO) standards, the professional guidelines of The National Association of Colleges and Employers (NACE) and the policies of the Office of Career Services of West Virginia State University.

Recruiters will not be approved by the Office of Career Services if:

- There is a finder's fee charged to the student recruit
- There is a fee for training the student recruit
- Jobs that require out of pocket expenses or financial investments from the student
- Samples, tools, or other paraphernalia must be purchased prior to the student recruit's job commencement
- Any other financial requirement not aforementioned is a prerequisite to the student recruit's employment
- Jobs that discriminate against designated groups
- Jobs that involve compromising positions, such as adult entertainment, escort services, etc.
- The primary purpose is advertisement or promotion, rather than interviewing and employing students
- Breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA)
- Any violation of West Virginia State University rules and regulations
- Any violation of local, state, or federal laws.

Third party recruiters are eligible to post positions on WVSU's Handshake System, but you must specify that you are recruiting for another company, as well as disclose the company's name to the Career Services Staff member. The company's name does not have to be shown on the job posting and the Office of Career Services will not disclose it either.

Handshake is a web-based portal for publicizing all bona fide full-time, part-time, seasonal and short-term positions and other recruiting activities for small and large businesses, government agencies, nonprofit organizations, on-campus employers, households and individuals. All recruiting organizations or individuals are expected to accurately describe their organizations, positions and position requirements when posting their information on Handshake or when representing their firms and opportunities at any campus recruiting events. **Postings requiring donations, application fees, investments or offering items or services for sale cannot be advertised on Handshake.**

Recruiters not approved by The Office of Career Services may not use its name, services or facilities, which includes job-posting privileges.

The Office of Career Services staff reserves the right to refuse postings that do not meet West Virginia State University policies, and deny any potential employer access should the employer abuse the system, post intentionally inaccurate or misleading information, breach confidentiality or put any WVSU student/alumni in danger.

Direct sales representatives, i.e. cosmetics, cleaning supplies, toys, candles, etc., may not participate in career fairs or other programs sponsored by The Office of Career Services for on-campus recruiting. Additionally, **solicitation** during career fairs or other programs sponsored by the Office is not allowed.

Recruiters paying less than the federal minimum wage may not participate in career fairs or other programs sponsored by our office for on-campus recruiting, which includes job posting privileges. The **only exceptions** are jobs such as child/elder care or food services, which by law may legally pay lower wages.

Any breach of any part of this policy may result in the termination of all future opportunities to recruit at WVSU for five years.