

## Employer Recruiting Policies

Thank you for your interest in recruiting Meredith College students, graduates, and alumni/ae for positions within your organization. The following policies and guidelines apply to all employers offering part-time, full-time, internship or co-op opportunities for Meredith College students and alumni/ae.

### General Information

The Office of Career Planning at Meredith College requires recruiting employers to adhere to the [Principles for Ethical Professional Practice](#) outlined by the National Association of Colleges and Employers (NACE). Final approval for use of the Office of Career Planning's (OCP) facilities, services, and recruiting platform (Handshake) rests with the Director of OCP and may be revoked if these guidelines or the NACE Principles are violated. The permission to use Meredith College's facilities or recruiting platform does not imply College approval or endorsement of the recruiting organization/individual or its policies, practices, or products/services. When posting positions, hosting on-campus recruitment events, and offering registration for career-related events, employers are to follow the following policies.

### Employer Policies and Requirements

- In adherence to the NACE [Principles for Ethical Professional Practice](#), which provide the following precepts: "maintain a recruitment process that is fair and equitable, [and] support informed and responsible decision making by candidates." We encourage employers to develop a campus recruiting strategy that eliminates barriers and promotes an equitable and inclusive culture.
- Employers must be familiar with and abide by applicable Meredith College campus policies and procedures, including the Nondiscrimination Policy for undergraduate and graduate students, located at <https://www.meredith.edu/about/accreditation-nondiscrimination>, and the Title IX and Sexual Misconduct Policies, available at <https://www.meredith.edu/human-resources/title-ix-gender-discrimination-sexual-violence>.
- If offering any paid position, the hourly compensation pay must be at least the federal minimum wage.
- In order to be posted in OCP's Handshake recruitment platform, for-profit organizations seeking to hire interns must offer paid internship positions, following the guidelines from the Department of Labor's Fair Labor Standards Act ([Fact Sheet #71](#)). Internship postings must follow the criteria outlined in the following [NACE position paper](#).
- Employers must abide by Federal and North Carolina Equal Employment Opportunity (EEO) guidelines.
- Employers must abide by the Department of Justice's Immigration and Nationality Act, which prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. 8 U.S.C. § 1324b (a) (1) (B).

- Employers must provide the necessary information needed to post a position vacancy (organization name, website, products or services, compensation, and a full job description with organizational contact information).
- If an employer or organization is interested in posting a part-time position, direction will be provided to the Office of Financial Assistance at Meredith. All part-time babysitting, tutoring, pet-sitting, house-sitting and other part-time jobs are posted through this office. OCP posts all career-related internships and full-time positions.
- Third Party Recruiters must represent specific employers who have contracted with them and disclose to OCP the names of the represented employers.
- The Office of Career Planning reserves the right to deny any request to list a position.

### **Job Postings, On-Campus Recruitment, and Career Event Participation**

In order to post a position via OCP's Handshake recruitment platform:

- Employers must provide valid contact information including an organizational email account. Employers using personal email accounts (Gmail, Hotmail, etc.) will not be authorized to post in the system.
- Employers must provide a valid website address. If you do not have a website, employers must receive permission from OCP to post.
- Employers must ensure that all recruiting professionals are trained and understand how to professionally represent their employer when participating in on-campus recruiting events, either in person or via virtual platform.
- Employers are expected to conduct themselves in a professional and courteous manner at all times when on campus, which includes asking only appropriate and legal questions. This also includes adherence to the following:
  - The Principles of Professional Conduct for Career Services Professionals outlined by the National Association of Colleges and Employers (NACE).
  - Title IX non-discrimination, equal opportunity, and sexual misconduct laws and regulations.

OCP will **not** post a position, provide on-campus recruiting, an information table or career event participation if:

- The employment opportunity involves on-campus solicitation, sale, or posting of materials, products or services.
- The student must pay a nonrefundable fee to participate in a work experience or pay any type of fee for training.
- The student is required to purchase or rent any type of sales kit or presentation supplies.
- The position is a multi-level or pyramid marketing opportunity.
- The position is paid by commission-only.
- The position requires door-to-door sales or canvassing.
- The work assignment interferes with or negatively affects the academic progress of the student, or requires/encourages a student to discontinue her academic program of study.

The Office of Career Planning (OCP) at Meredith College requires employers to adhere to the [Principles for Ethical Professional Practice](#) outlined by the National Association of Colleges and Employers (NACE). Meredith College OCP reserves the right to determine if a posting is in violation of the guidelines. Postings that are in violation of these guidelines are subject to being removed immediately and without notice. Permission to

use Meredith College facilities or the Handshake recruiting platform does not imply an endorsement by OCP or the College of the recruiting organization/individual or its policies, practices, or products/services. The views, information or opinions expressed by employers participating in career events or posting positions are solely those of the employer(s) involved and do not necessarily represent those of the Office of Career Planning at Meredith College.

### **Information Tables**

Employer information tables may be scheduled through the Office of Career Planning staff for appropriate locations on campus, and employers must follow the following guidelines.

- Tables may only be placed in areas designated by College policies. Information tables are to attract students to the display, information you provide, and to your representatives.
- Organizational representatives are not to approach students moving through the building(s) who do not overtly show interest in the information.
- Any organization which does not abide by these policies will be asked to cease and desist. Any further violation will result in the cancellation of the current and any consideration of all future information tables and any other on-campus recruitment activity.

### **Interviewing (On-campus or Virtual)**

Employers recruiting for current or projected full-time, part-time, co-op, or internship positions can schedule on-campus interviews with students and/or recent alumni.

- On-campus Interviews range in length from 30 to 45 minutes and are held in designated interviewing rooms within the Office of Career Planning. Employers arranging their own interview schedules may request a “room only” to interview.
- The interview date and space reservations must be made at least three weeks in advance, and pre-screening of candidates is available.
- Third party recruiters may not participate in on-campus interviews unless they are recruiting for current or projected full-time permanent positions, co-op experiences, or internships within their organization.
- Meredith College students and alumnae that participate in recruiting activities are governed by the following on campus recruiting policies.

### **Employment Offers**

The Office of Career Planning encourages employers to allow students adequate time to carefully consider their employment opportunities and to make informed decisions. We educate students on evaluating and negotiating job offers and discourage them from hasty decisions that may lead to renegeing.

OCP supports the following principles, as stated in “Exploding Offers: Principles for Professional Conduct Committee Position Paper” published by NACE.

- If offers are extended early in the campus recruiting cycle, the Committee recommends that employers (1) provide students a minimum of three weeks to decide and not require decisions earlier than six months prior to the candidates graduation; and (2) provide students the opportunity to request deadline extensions to allow a reasonable period for investigation of other recruiting opportunities for

comparison. However, we recognize that the definitions of “sufficient time” and “reasonable period” will vary, given industry standards, a student’s prior experience with the employer, timing of the offer, and proximity to the graduation date/start time.

- Providing sufficient time for students to evaluate the employment opportunities offered to them allows them to make the wisest decisions for all concerned, creating a positive experience for candidates and employers, and ultimately reducing renege and attrition rates.

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Questions? Please contact the Office of Career Planning at [career@meredith.edu](mailto:career@meredith.edu). Thank you for your interest in recruiting Meredith College students, graduates, and alumni/ae for positions within your organization.