

Marquette University Career Services Center | Recruiting Policies

The Marquette University Career Services Center strives to assist all students and alumni in discerning, developing and pursuing meaningful traditional and non-traditional career paths. We do all of this in a caring and supportive student-focused environment and in support of Marquette University's mission.

The Career Services Center (CSC) invites employer organizations to use our services provided they meet the following basic criteria:

- The organization must have actual or anticipated bona fide, career-related full-time, internship or co-op opportunities for our students and alumni.
- The organization must accurately describe the responsibilities and requirements for the opportunities it offers in all publicity, including online job postings and information sessions.
- All conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, test taking, etc.
- Employer organizations are expected to be familiar with and to honor the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals revised in January 2008. To review the NACE standards, please visit:

http://www.nacweb.org/principles/principi.html#principles_for_employment_professionals

Third Party Recruiting/Staffing Agencies

Marquette University provides campus access to third party recruiting and staffing agencies through services provided by the CSC. Examples of services include job postings on our online recruitment system MU Career Manager, career fairs and other on-campus activity. Third party organizations are only able to recruit for their own staff positions at our career fairs and other on-campus activity. Furthermore, the agency must meet the following requirements in order to utilize CSC services:

- Reveal the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permit Career Services to verify this information by contacting the named client. Identify, on all job postings, the name of the employer being represented.
- Charge no fees to the candidate.
- If requested, provide a position description for valid openings.
- In accord with the Family Educational Rights and Privacy Act (FERPA), release candidate information provided by the university exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).
- Third party participation on MU Career Manager is limited to job postings only, provided the agency comply with the above conditions. We have a commitment to our students to inform them who is viewing their resumes. Upon disclosure of the hiring employer the resumes are intended for and if the agency agrees only to use the resumes for the one hiring employer, a bundle of resumes can be downloaded by a member of our staff.

Commission Based Employers

Commission sales positions may be advertised to students and alumni on our online recruitment system MU Career Manager, through information sessions on campus and career fairs provided that the compensation arrangement is **clearly** noted on job listings and is thoroughly explained in recruiting conversations and interviews with students and alumni. If the compensation agreement is not clearly noted on the job listings, our office will add our standard commission disclaimer.

Financial Services Employers

Financial Services positions may be advertised to students and alumni on our online recruitment system MU Career Manager, through information sessions on campus and career fairs provided that all conditions for advertised positions are **clearly** noted on job listings and are thoroughly explained in recruiting conversations and interviews with students and alumni. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, test taking, etc. If the conditions are not clearly noted on the job listings, our office will add our standard conditions disclaimer.

Alcohol for Recruiting Events

Serving alcohol cannot be part of the recruitment process. This includes both on-campus and off-campus events, such as receptions, information sessions, dinners, company tours, etc. which are all part of the hiring process. Please refer to the NACE Principles for Professional Conduct for more information.

Confidentiality

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student/alumni information to another organization without the prior written consent of the student/alumni, unless necessitated by health and/or safety considerations.

Part-Time Job Opportunities

The CSC does not handle student worker-type/part-time jobs. These positions are posted on the JobConnection website through the Student Employment Office on campus. Please contact Student Employment via email at: studentemployment@marquette.edu.

Disclaimer

The Marquette University Career Services Center requires all employers who interview on campus, attend career fairs, request resumes or request space in the Alumni Memorial Union and college buildings to follow Equal Employment Opportunity (EEO) practices as well NACE Professional Standards in the recruiting process. There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, political or personal favoritism, marital status, sexual orientation or disabling condition.

By registering your company or organization with us, you agree to accept and comply with the policies and procedures of the Marquette University Career Services Center regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of Marquette University. If the CSC determines that an employer has practiced recruiting techniques that are inconsistent with the requirements set forth in this policy, the employer's MU Career Manager account will be suspended for one year. If after one year the employer would like to be reconsidered for eligibility to recruit on campus, they must contact our office for a face-to-face meeting. All decisions concerning registration of companies and organizations are made in the University's sole discretion.