

MORAVIAN UNIVERSITY RECRUITING POLICIES & GUIDELINES

National Association of Colleges and Employers (NACE)

Moravian **University** is a member of NACE and abides by their standards for professional and ethical behavior. For additional information, please visit their website at naceweb.org.

Department of Labor Fair Labor Standards Act

In an effort to be supportive of the needs of students and employers, Moravian University encourages everyone to abide by the guidelines set forth in the Department of Labor Fair Labor Standards Act. There is much discussion taking place around the country regarding internships, and changes to this legislation may be forthcoming. The Center for Career and Civic Engagement encourages everyone to be informed about changes that may occur.

Approval For Registration and Advertising Job or Internship Opportunities

- There is no cost associated with registering and advertising positions to students and alumni.
- The Center for Career and Civic Engagement is not always able to post positions for employers on our system due to the high volume of inquiry.
 - We ask that you self-register on Handshake and upload postings for your organization.
 - If you are not sure what information is needed in a position description, please visit moravian.edu/careercivic and click on Employers for guidelines.
- Employers must agree to the Moravian University recruiting policies.

We are not able to approve employer accounts:

- If we can't verify the legitimacy of the organization through online searches or via other colleges and universities.
- If the company is a resource for promoting networking or job opportunities including websites.
- If the position requires candidates to work in a private residence.
- If the recruiter posts with a personal email address (gmail, yahoo, etc.) and/or lacks a professional web domain.
- If the position requires candidates to recruit other members or sub-distributors.
- If the position entails door-to-door solicitation.
- If the position requires candidates to spend money on start-up costs. (Note: this may or may not include certificates or licenses necessary for positions. This will be evaluated on a case-by-case basis.)
- If the employer promotes start-up organizations looking to post unpaid positions.
- If missing contact information such as phone numbers, email addresses and websites.
- If the employer lists only part-time, seasonal and temporary (non career-related) opportunities.

We may not approve employer accounts:

- Postings from third-party recruiters (please see following section).

Third-Party Recruiters

Third-party recruiters are agencies, organizations or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or nonprofit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

Third-party recruiters that do not charge applicant-based fees may be allowed to recruit on campus and post positions on Handshake if they agree to disclose the clients for whom they are searching for candidates, pending an evaluation by the Center for Career and Civic Engagement staff.

Foreign-Based Organizations

Employers that do not have U.S. locations and third-party recruiters that represent foreign-based firms without U.S. locations will not be eligible to partner with the Center for Career and Civic Engagement.

Network Marketing Opportunities and Entrepreneurial Investments in Recruitment

Organizations that require any type of financial investment on the part of the student to participate in full-time or internship positions are not eligible to partner with the Center for Career and Civic Engagement.

Commission-Only Opportunities

Employers with commission-only opportunities must state this explicitly in the job postings and compensation structure.

Non-Compete Policies

All employers must state clearly in the job or internship posting if the selected candidate will be required to sign any type of non-compete contracts.

Opportunities Requiring or Involving Solicitation On Campus

The Center for Career and Civic Engagement will not promote any jobs or internships that require students to act in a “Campus Representative” or “Student Ambassador” role to solicit, sell, promote and/or give away products or services on campus.

Distribution of Organization Materials On Campus

Organizations and companies may not distribute any materials to the campus community without permission of the Center for Career and Civic Engagement. All materials must be brought to the Center for approval and our staff will distribute to the campus community in accordance with university policies. Companies that do not adhere to these policies will not be eligible to participate in any campus recruiting initiatives.

Partnership Disclaimer

The Moravian University Center for Career and Civic Engagement reserves the right to discontinue relationships, deny employer access to resources and report unprofessional behavior to other schools and agencies as deemed appropriate.

MORAVIAN UNIVERSITY

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