Employer/Recruiter Policies for Use of Career Services at IUPUI

The IUPUI Career Services Council is committed to working in the best interest of IUPUI students. The IUPUI Career Services Council has established the following recruiting policies and procedures to assist recruiters in connecting with our students and alumni in a fair, ethical, and legal manner.

The Career Services Council (CSC) invites employers and organizations to use our services provided they meet the following criteria:

- Employers abide by the Principles for Employment Professionals of the National Association of Colleges and Employers (NACE)
- Employers must adhere to all Equal Employment Opportunity (EEO) laws established by the Federal government and the state of Indiana
- Employers must follow Federal rules and regulations related to employment in the Fair Labor Standards Act (FLSA)
- Employers wanting to recruit students for unpaid internships must meet the test for unpaid interns in FLSA Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

In addition to these legal and ethical guidelines, the following recruiting practices will NOT be allowed:

- Providing fraudulent information and/or misrepresentation of positions or company information through dissemination of dishonest information or absence of information to any IUPUI Department or to students
- Breaching confidentiality of student information without prior written consent of the student
- Requiring, at the time of application, personal information such as bank accounts, social security numbers, or photo of the applicants
- Organizations sponsoring an individual to establish his/her own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses
- Organizations require an initial payment or investment - with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, samples, or presentation supplies
- Receipt of complaints by users of our services about job postings, employers or career events. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the employer involved
SERVICES PROVIDED TO THIRD PARTY AGENCIES:

IUPUI will provide assistance to third party agencies only when a third party recruiter meets the following conditions:

- Charges no fees to the candidate
- Reveals to IUPUI the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permits the IUPUI Career Services Council to verify this information by contacting the named client
- Provides a position description to IUPUI for valid openings
- Third party recruiters may provide job announcements to IUPUI for posting
- Third party recruiters are allowed to interview on campus or participate in career fairs when the above conditions are met. IUPUI may require the name of the employer being represented to be identified on all announcements

RESUME REFERRALS

IUPUI does not release resumes to employers without student consent. Each school with an online recruiting system has resume books where students may self-select to include their resumes or allow viewing by employers. By policy, IUPUI releases resumes to direct hire employers only.

EMPLOYER PROCEDURES FOR ON-CAMPUS RECRUITING

GETTING STARTED

- Employers wishing to do on-campus recruiting should visit [https://career.iupui.edu/employers/](https://career.iupui.edu/employers/) for event and contact information
- Employers are encouraged to contact the school directly for the major(s) they wish to recruit to schedule on-campus interviews or information sessions
- Inquiries about hiring work-study students should contact the Office of Community Work-Study ([http://csl.iupui.edu/](http://csl.iupui.edu/))
- Employers with questions concerning hiring/sponsoring international students should contact the Office of International Affairs ([http://international.iupui.edu/](http://international.iupui.edu/))
- IUPUI will not provide technical support or equipment (lap-top computer, projector, etc.) any recruiting activities located off-campus
- If an organization fails to submit payment/documentation of payment for any IUPUI event or program they may be blocked from recruiting at IUPUI
- If it is necessary to cancel an interview schedule, please do so as far in advance as possible. Space is in high demand, and your early cancellation will allow IUPUI to re-assign resources

POSTING JOBS AT IUPUI

- Employers may create a free account to post opportunities at [www.iupuitalent.net](http://www.iupuitalent.net)
- IUPUI will accept appropriate job announcements via electronic methods only;
we are a paperless resource center
• All conditions for positions must be clearly publicized in the position description and qualifications
• Each job posting must recruit for one specific position. Multiple vacancies for the same job title are acceptable in the same post; however, multiple vacancies in multiple positions should be posted separately
• Job titles should describe the main role(s), functions and responsibilities of the position. Vague titles (i.e., student worker) or general functional areas (i.e., office support) are not acceptable and will not be posted
• Job description provided is detailed, clear, and comprehensive, including duties and qualifications. Qualifications should outline both required and preferred education, experience, knowledge, skills and abilities
• Compensation is indicated and based on base salary (not including commission)
• Company/organization must have an active website and company email address (non-specific address such as Gmail may be rejected)
• Home based businesses or those without a physical address may post positions as freelance work at the discretion of each school
• Positions posted on the IUPUI system will automatically be assigned an expiration date of 30 days past the posting date. Employers may select an expiration date earlier or later than the 30-day default setting. We recommend not to post positions longer than 30 days at a time without refreshing the post
• Employers who have not filled the position may repost for an additional 30 days