Employer/Recruiter Policies for Use of Career Services at IUPUI

The IUPUI Career Services Council is first and foremost 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](https://www.nace.org/principles-for-employment-professionals/) of the National Association of Colleges and Employers (NACE)
- Employers must adhere to all [Equal Employment Opportunity (EEO)](https://www.eeoc.gov) laws established by the Federal government and the state of Indiana

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 the IUPUI Department or to students
- 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
- Breach of 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
- The organization is 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
- The organization requires 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
- The organization fails to submit payment/documentation of payment for any IUPUI event or program
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 http://www.iupui.edu/career/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://www.csl.iupui.edu/cws/)
- Employers with questions concerning hiring/sponsoring international students should contact the Office of International Affairs (http://international.iupui.edu/)
- IUPUI will not provide on-site support or equipment (lap-top computer, projector, etc) for recruiters requesting outreach venues outside of the campus
- 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
- 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
Positions posted on the IUPUI system will automatically be assigned an expiration date 30 days past the posting date. Employers may select an expiration date earlier or later than the 30 day default. It is recommended to not post positions for longer than 30 days at a time without refreshing it.

Employers who have not filled the position may repost for an additional 30 days.