

# Employer Recruiting Guidelines: Services, Policies, and Procedures

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Lenoir-Rhyne University

<http://www.lr.edu/cpdc>

<https://lr.joinhandshake.com/>

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## SECTION 1: GENERAL INFORMATION

The Alex Lee Career & Professional Development Center (CPDC) is pleased that you are interested in recruiting and hiring students from Lenoir-Rhyne University (LRU). The CPDC offers many services to help you identify the right candidates for your openings. The CPDC provides services for undergraduate and graduate students at the Hickory, Asheville, and Columbia campuses. Lenoir-Rhyne operates on the semester system, and students graduate in May, December, and August.

This document summarizes the CPDC employer recruiting guidelines. Failure to abide by these guidelines may result in loss of recruiting privileges through The CPDC and on LRU campus(es). The CPDC offers assistance to employers and individuals in accordance with the [Principles of Professional Conduct for Career Services Professionals](#) outlined by the National Association of Colleges and Employers (NACE). Final approval to use The CPDC's facilities and services rests with the Director of The CPDC and may be revoked if these guidelines or the NACE Principles are violated. The permission to use LRU's facilities does not imply University approval or endorsement of the recruiting organization/individual or its policies, practices, or products/services.

## SECTION 2: EMPLOYER ELIGIBILITY AND REQUIREMENTS

The CPDC is committed to upholding the principles, policies, and procedures articulated in LRU's Consumer Information disclosure which can be found at <https://www.lr.edu/consumerinformation>. In order to remain eligible for all The CPDC employer programs and services, all employers must abide by the general policies listed below. In addition, specific services may have additional requirements which will be provided in the section of this document that outlines that service.

### LAW, POLICIES, PROCEDURES AND GUIDELINES

- Employers must be familiar with and abide by all applicable LRU Campus Policies and Procedures. In particular, the Campus Facilities, Open Campus Regulations, and Trespassing, as [outlined by LRU Security](#), and the Sex/Gender-Based Discrimination and Misconduct Policy available at [www.lr.edu/titleix](http://www.lr.edu/titleix) applies to employers and their activities on campus.
- Employers must abide by the Principles of Ethical Professional Practice outlined by the National Association of College and Employers.

- 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 abide by federal and North Carolina Equal Employment Opportunity (EEO) guidelines.
- Employers seeking to hire unpaid interns must follow the guidance of the Department of Labor’s Fact Sheet #71.
- Employers should know that re-disclosure of student information is prohibited. In other words, employers who receive students’ resumes and educational information may use it only for the original purpose for which disclosure was granted. Thus employers may not transmit (or re-disclose) student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly re-discloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.

#### **POSTINGS**

- Employers must provide valid contact information including an organizational email account. Employers using personal email accounts (GMAIL, HOTMAIL, etc.) will not be authorized to use The CPDC services
- Employers must provide a valid website address. If no web address is provided The CPDC will not approve the account. If you do not have a website, employers must receive permission from the Director for Career and Professional Development to leave this field blank.
- Positions may not be multi-level or pyramid marketing opportunities.
- The CPDC may require employers to verify compensation (salary or hourly wages) to determine if vacancies are appropriately classified in Handshake and qualify for specific services.
- Employers must fully disclose to The CPDC and students/alums the structure of their compensation packages and business costs incurred through employment.
- Social security numbers should not be used during the hiring process for any job posting.

#### **ON-CAMPUS ENGAGEMENT:**

- Employers are strictly prohibited from recruiting on campus without the expressed written and/or verbal permission of The CPDC.
- Employers must not solicit or sell their products or services during the course of recruiting.
- Employers must refrain from using alcohol in recruiting activities on or off-campus.
- Employers must ensure that all recruiting professionals are trained and understand how to professionally represent their employer.
- Any tests administered on campus must be validated by the Equal Employment Opportunity Commission.

#### **MAKING OFFERS:**

- Employment offers must be good-faith positions that require no further conditions (i.e., passing an examination at the end of a brief training period) other than continued satisfactory performance of duties and responsibilities contained in the job description.
- Employment offers must not be contingent upon candidates paying fees related to confirming employment.
- Please contact the Director for Career and Professional Development if you have any questions regarding these criteria.

Sections 3 through 5 below outline specific CPDC employer services, the policies and procedures related to those services and any special requirements or restrictions that may apply.

## **SECTION 3: ON-CAMPUS RECRUITING (OCR)**

### **ELIGIBILITY**

On-Campus Recruiting (OCR) is a time, marketing and staff-intensive service offered by The CPDC. In order to participate in this program, employers and their related positions must meet the following criteria:

- Employers must adhere to all eligibility requirements listed in Section 2 in this document.
- Employers may only recruit on campus with the expressed permission of The CPDC and may only do so within the time periods and facilities reserved through the CPDC.
- 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:
  - All applicable guidelines [outlined by LRU Security](#).
  - 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. See [www.lr.edu/titleix](http://www.lr.edu/titleix)
  - Equal Employment Opportunity laws and guidelines: <https://www.eeoc.gov/prohibited-employment-policiespractices>
- Employers using third-party recruiting organizations are allowed to use this service if the third-party recruiter conducts business under the employing organization's name and recruits for only one position.
- Employers recruiting for full-time positions may use OCR if a college degree is a requirement for employment.
- The CPDC and LRU reserve the right to refuse or revoke all privileges afforded to any employer at the discretion of the director of Career and Professional Development.

### **EMPLOYMENT OFFERS/JOB ACCEPTANCE GUIDELINES**

The CPDC believes it best practice for you to allow students sufficient time to carefully consider their employment options and to make informed decisions and asks you to provide students at least two (2) weeks from the written offer to accept/decline offers. This will allow students time to review their upcoming OCR employment opportunities.

### **PROGRAM OVERVIEW**

- OCR allows employers to connect with LRU students to promote employment opportunities on campus within their organizations.
- The CPDC utilizes Handshake, an online career services management tool to coordinate some aspects of OCR.
- The CPDC offers space in the Cromer Center Lobby upon request for recruitment. Other facilities may be available upon request and approval by the Director of Career and Professional Development.
- Many employers schedule far in advance, so we encourage you to reserve recruiting dates as soon as possible so that we may accommodate you on your preferred date.
- Recruiting is scheduled on a first-come, first-served basis.

## **INSTRUCTIONS FOR SCHEDULING ON-CAMPUS RECRUITING**

- All dates for OCR must be obtained through contacting Katie Wohlman at 828-328-7699 or [katie.wohlman@lr.edu](mailto:katie.wohlman@lr.edu).
- If you do not have a Handshake account, you will need to establish one at <https://lr.joinhandshake.com/register/>
- You will receive a confirmation from Handshake once your application has been approved.
- Prior to your OCR event you will be emailed a final schedule, parking information and campus map.

## **SECTION 4: CAREER AND EDUCATION FAIRS**

### **ELIGIBILITY**

- Organizations participating in all fairs must adhere to all eligibility requirements listed in Section 2 of this document.
- Organizations are required to register online via Handshake for each event and remit appropriate fees (if applicable) prior to the date of the event.
- Organizations taking advantage of the “not-for-profit” registration discount must be able to produce legal documentation of not-for-profit status and should use a “.org” or “.gov” domain name. Approval of this and any other discount is at the complete discretion of The CPDC on an organization-by-organization basis.

### **PROGRAM OVERVIEW**

Career and education fairs allow organizations (graduate and professional schools and employers) to interact with LRU students in an informal fair-like atmosphere with each organization hosting an information table that is staffed by one or more representatives.

The CPDC currently hosts several annual career and education fairs each year. For a full listing of fairs and career events visit the website at <http://lr.edu/cpdc>.

Contact Katie Wohlman at 828-328-7699 or [katie.wohlman@lr.edu](mailto:katie.wohlman@lr.edu) to learn more about upcoming career and information fairs and register your organization to participate.

## **SECTION 5: JOB/INTERNSHIP POSTINGS**

### **ELIGIBILITY**

- Organizations posting vacancies with The CPDC via Handshake must adhere to all eligibility requirements listed in Section 2 of this document.
- Organizations are required to register online through Handshake and provide the following valid and current contact information:
  - Employer Name
  - Employer Website
  - Contact Name
  - Contact Job Title
  - Contact Address and Telephone Number
  - Contact Email Address containing an employer appropriate ID after the @ symbol
- Organizations may post only those vacancies that contain non-discriminatory Bona Fide Occupational Qualifications (BFOQs).

### **PROGRAM OVERVIEW**

- Employers wishing to fill vacancies within their organizations may post those positions in Handshake, The CPDC’s preferred online career management system.
- Current Lenoir Rhyne students and alumni can access Handshake to review positions posted by employers and apply directly to those organizations.
- Employers may post a variety of career opportunities including but not limited to:
  - Full-time Vacancies (salaried, hourly and commission-only are all allowed), Part-time Vacancies, Temporary or Seasonal
- Opportunities, Internships (Fall, Spring and Summer), On-Campus Non-Work-Study Positions, Volunteer Opportunities,
- Fellowships
- Vacancies that do not adhere to the standards set forth in Section 2 will not be approved in Handshake.
- Contact The CPDC at 828-328-7699 or Katie.Wohlman@lr.edu to learn more about posting vacancies via Handshake.

### **STEP-BY-STEP INSTRUCTIONS FOR POSTING A JOB/INTERNSHIP VIA HANDSHAKE**

#### *Returning Users*

- Go to <https://joinhandshake.com/employers/> - log into your account
- Enter your Username and Password
  - You will be taken to your Handshake homepage
- Click on the “Post a Job” section
- Follow the instructions to add your vacancy and click submit.
  - Your vacancy will be reviewed by a CPDC staff member and posted if approved.

#### *First Time Users*

- Go to <https://lr.joinhandshake.com/register/> to create an account and connect it to Lenoir-Rhyne University
- Your account will be reviewed by a CPDC staff member and approved.
- Once your account has been approved you will be able to post your position
- Click on the “Post a Job” section
- Follow the instructions to add your vacancy and click submit.
- Your vacancy will be reviewed by a CPDC staff member and posted if approved.

Helpful hints can be found at the following 2 links:

- <https://tinyurl.com/handshakeaccount>
- <https://tinyurl.com/handshakepost>