

Keuka College Center for Experiential Learning Release Agreement for use of Resources and Services

General Recruiting Statement

We are committed to ensuring that your recruiting with our campus is a positive experience. In accordance with the National Association of Colleges and Employers (NACE), we work hard to provide a fair process by following the NACE Principles for Professional Practice for Career Services and Employment Professionals (<http://www.nacweb.org/principles/>) by maintaining a fair and equitable selection of employment opportunities and supporting our students in making informed and responsible decisions regarding their future employment.

The Center for Experiential Learning of Keuka College in its provision of services to students, alumni, and off-campus recruiters makes no representations or guarantees regarding the opportunities listed on its website, bulletin boards, print materials, and other resources, and is not responsible for the wages, safety, working conditions, or other aspects of off-campus positions or programs. It is the responsibility of students and alumni to take the necessary precautions when interviewing for and accepting part-time employment, full-time employment, Field Period™/internship positions, volunteer activities, or placement in a graduate school program.

Website Content

In addition, the Center for Experiential Learning has provided links to websites that are maintained by third parties, over which the Center for Experiential Learning has no control. Keuka College and the Center for Experiential Learning are not responsible or liable for the content, products, services, or other materials on or made available through the web links to other websites. The opinions and views associated with the websites are not necessarily those of the College or the Center for Experiential Learning. Keuka College and the Center for Experiential Learning shall not be responsible or liable, directly or indirectly, for any direct or indirect damage or loss caused by or in connection with use of or reliance on any such content, products, or services available on or through such sites. The Center for Experiential Learning permits and encourages links to content published on the Center for Experiential Learning website. However, any linking should not (1) implicitly or explicitly suggest that Keuka College or the Center for Experiential Learning promotes or endorses any third party's causes, ideas, website content, products, or services, or (2) use Center for Experiential Learning content for inappropriate commercial purposes. The Center for Experiential Learning reserves the right to withdraw permission for any link. Please forward any concerns regarding links and/or disabled links to experiential@keuka.edu.

Equal Employment Opportunity (EEO)

Keuka College and the Center for Experiential Learning adhere to applicable federal and state EEO laws, regulations, standards, and guidelines, and offer employment information without regard to race, color, religion, gender, national origin, sexual orientation, disability, citizenship, or identity as a military veteran unless legally required. Furthermore, in good faith, the Center for Experiential Learning works only with those employers who subscribe to EEO guidelines. With regard to professional conduct of job seekers, employers, and career centers throughout the recruiting process, the Center for Experiential Learning abides by the principles set forth by the National Association of Colleges and Employers (NACE).

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that protects the privacy of student education records. Under this law, permission for recruiters or any other outside persons or agencies to release personal information to any other person or agency outside of Keuka College requires a written release from the student.

Career Connections Disclaimer

By registering with Career Connections, Keuka College's online job search program, students and alumni permit their personal and professional information (e.g. name, address, telephone number, e-mail address, degree, etc.) they provide, to be accessed only by professionals at Keuka College and any recruiter they choose to share it with. In compliance with the Family Educational Rights and Privacy Act (FERPA), permission for recruiters to release this information to any other person or agency outside of Keuka College requires a written release from the student. For students and alumni: The Center for Experiential Learning is not a placement agency and therefore is not responsible for locating and/or placing you in a position listed on Career Connections. For employers: The Center for Experiential Learning is not responsible for filling any positions listed on Career Connections, information sent to recruiters from students or alumni via Career Connections, or the failure or success of student hires.

Business and Non-Profit Recruiting

Keuka College invites opportunities to build relationships with external agencies in order to benefit students. Employers recruiting Keuka students for full- or part-time, internship, or volunteer positions must adhere to the following guidelines:

1. The College has a no solicitation policy. This policy applies to businesses, as well as students selling to and/or recruiting other students. Any employer seeking an opportunity to hire students for these purposes will not be permitted access to students.
2. The posting of any franchise, pyramid scheme, "club membership", distributorship, or sales representative agency arrangement is prohibited.
3. Recruiters are encouraged to make requests at least 30 days in advance (for visits, advertising, location reservations, etc.).
4. While you will be accommodated to the best of our ability, the Center for Experiential Learning does not guarantee room availability, audience attendance, or classroom visitation opportunities.
5. Employers may use an interview room on campus at no charge. Interview rooms are available Monday through Friday, 8:30 a.m.-4:30 p.m. Permission may be granted for other arrangements upon request. Contact the Center for Experiential Learning to coordinate appointments at (315) 279-5274 or experiential@keuka.edu.
6. Employers may request an information table to be set up in a high traffic area. This space may be used to distribute recruiting literature, share information, accept resumes, conduct informal interviews, and/or distribute/collect applications.
7. Recruiters may not enter classrooms to hand out materials or present without prior approval from the professor of the class you wish to enter. The Center for Experiential Learning can help make arrangements and get approval.
8. Employers may reserve a classroom through the Center for Experiential Learning, for a late afternoon or evening recruiting presentation to students.
9. Employers can request that the Center for Experiential Learning collect student resumes on behalf of your organization.

10. Employers may not receive access to student e-mail addresses unless provided by the student; however, the Center for Experiential Learning is willing to coordinate e-mailing to targeted students on behalf of the employer on a limited basis.

Third Party Recruiter Policy

In accordance with the NACE principles, the practice of the Center for Experiential Learning is to educate students regarding a wide variety of job search strategies, including third party employment services. Individuals can then determine whether utilizing these services will be of benefit to them. The Center for Experiential Learning does not endorse or recommend any third party employment services. Career Connections, Keuka College's online job search program, allows third party recruiting firms/employment agencies to customize and post job listings for specific organizations. Interested candidates may submit their resumes via Career Connections or contact these employers directly.

Third party recruiters must adhere to these guidelines set for by the Center for Experiential Learning and in accordance to EEO and FERPA:

1. Third party recruiters that charge fees to students will not be permitted access to students or student information.
2. Organizations providing recruiting services will be required to inform the Center for Experiential Learning of the specific employer they represent and the specific jobs for which they are recruiting.
3. The FERPA law prohibits anyone outside of an educational institution receiving any information about a student from disclosing it to others without obtaining written consent from the student.
4. Third party recruiters will be required to follow the Business and Non-Profit Recruiting Policies.
5. Employers recruiting for work outside of the U.S. are expected to respect EEO policy. Additionally, they will advise the Center for Experiential Learning and students of the realities of working in that country and of any cultural and foreign law differences.
6. The Center for Experiential Learning reserves the right to verify with organizations that they have hired a third party entity to fill positions within their organization.
7. The Center for Experiential Learning reserves the right to discontinue services to students, alumni, and recruiters who violate EEO, FERPA, NACE, and/or Center for Experiential Learning guidelines.

Graduate Programs

Graduate schools advertising programs not in competition with existing Keuka College programs are welcome on campus. To obtain approval for a campus visit, graduate admissions offices must contact the Center for Experiential Learning at least 30 days prior to an intended visit. See the policies listed above for Business and Non-Profit Recruiting.