Lebanon Valley College

Center for Career Development

SERVING EMPLOYERS THROUGH CONNECTIONS WITH LVC'S STUDENTS & GRADUATES

Policies and Agreements Concerning Employers

Lebanon Valley College Center for Career Development welcomes the opportunity to work with employers seeking to publicize employment/internship opportunities and/or to conduct employment related recruiting activities on the Lebanon Valley College campus. We ask that you be aware of the policies and agreements that govern our operation and profession and conduct your recruiting activities accordingly.

By participating in the services, programs, and recruiting activities at Lebanon Valley College, including the posting of employment/internship opportunities, electronic or otherwise, you affirm you are an **equal opportunity** employer dedicated to a policy on non-discrimination in employment without regard to race, color, religion, gender, national origin, sexual orientation, disability, or age.

Conditions

Lebanon Valley College is a member of NACE; as such, the Center for Career Development follows the *Principles for Professional Practice*. Employers can access specific guidelines for employment professionals and third party recruiters at http://www.naceweb.org/principles/.

Our Center also abides by the *Principles for Professional Practice: Ethical Issues*, found at http://www.naceweb.org/legal/ethical_issues.aspx. These guidelines serve as the framework and foundation for practices within the career planning, placement, and recruitment processes.

Employers agree they will adhere to applicable federal and state EEO laws, regulations, standards, and guidelines as well as appropriate standards set forth by the National Association of Colleges and Employers (NACE) in all recruiting efforts, that no fee will be charged to any candidate at any time, and organizations will not disclose résumés or other applicant information under any circumstances to other entities without the applicant's prior consent. Further, we cannot permit the soliciting or marketing of products or services to our students/alumni in any recruiting activity.

Employers should be aware that we do not specifically endorse or recommend any of the organizations that utilize our services. The Lebanon Valley College Center for Career Development honors students' prerogatives to consider all types of career opportunities and does not endorse specific organizations that may post jobs in JobCenter or participate in LVC's On-Campus Interviewing program. All discussions concerning particular positions or the terms and conditions of employment are conducted directly between the student and the employer. By offering its services to facilitate discussions between students and off-campus employers, the Center for Career Development makes no representations or guarantees regarding the qualifications/credentials/suitability of the students that utilize the LVC JobCenter system.

Discontinuation of Services

The Center for Career Development reserves the right to discontinue services to employers who have violated any of the above conditions or guidelines. The center also reserves the right to limit or terminate services to employers deemed not appropriate for the interests of our students and alumni.

The Center for Career Development staff will investigate all allegations of misconduct by employers and grievances with respect to job postings or work assignments. During an investigation, we may revoke an employer's use of our services. If staff determines that a complaint is justified, we may choose not to offer recruiting activities to the employer and will notify that employer in writing of the decision.

Requirements for Posting Opportunities in JobCenter

GENERAL POLICIES FOR EMPLOYMENT/INTERNSHIP POSTINGS

In accordance with applicable law and the policies of the LVC Center for Career Development, job postings **will not be accepted or allowed if they violate any state or federal law, involve a fee to applicants, or are not within the best interest of the College**. In addition, we expect the following of any employer wishing to post job and/or internship opportunities within our JobCenter system:

- Employers must include information for candidates that provides a detailed job description, expected qualifications, and application instructions. Including a salary/wage range is advised.
- Businesses and organizations must have a known and identifiable name and website. Contacts should include a company sponsored email address.
- Organizations will not disclose résumés or other applicant information under any circumstances to other entities without the applicant's prior consent.
- Organizations should not expect the Center for Career Development and/or LVC faculty to recommend, screen, or directly refer specific candidates for employment/internship openings.

POLICIES FOR EMPLOYERS POSTING INTERNSHIPS

Internships involve supervision, mentoring, and reflection. In large part, this is what distinguishes them from other forms of experience such as part-time jobs or volunteer opportunities. As such, they need to be planned carefully with the student, faculty advisor, and employer sharing in the establishment of learning objectives, work assignments and tasks, reflection activities, and evaluation measures.

Lebanon Valley College defines an internship as a practical and professional work experience that allows students to participate in the operations of business, industry, education, government, or not-for-profit organizations. Internships provide students with opportunities to integrate their classroom learning with on-the-job experiences and to test practical applications of their liberal arts education. This definition is consistent with that of the National Association of Colleges and Employers.

The following are the standards for an experience to be defined as an internship, according to NACE:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Additionally, if you invite a LVC student to intern with your organization, we expect the following:

- Adhere to *Best Internship Practices* as provided by NACE, available at: http://www.naceweb.org/Knowledge/Recruiting/Best_Practices/15_Best_Practices_for_Internship_Programs.aspx.
- Abide by the Fair Labor Standards Act for the services interns provide to "for-profit" private sector employers. See *Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act* at http://www.dol.gov/whd/regs/compliance/whdfs71.pdf.

POLICIES FOR COMMISSION-BASED OR FRANCHISE OPPORTUNITIES

Job postings that are commission based (in part or in full), or are franchise opportunities in nature, will be considered for approval in JobCenter, provided that employers wishing to post these opportunities:

- Disclose that compensation is based partially or solely on commission.
- Disclose that the opportunity is running one's own business through a franchise.
- Do not require payment or non-refundable fees for training, materials, and/or products.
- Do not require that any part of the compensation is associated with recruiting others.

Employment opportunities will be investigated by Center for Career Development staff if they require recruitment of other members, sub-distributors or sub-agents, are employed as campus ambassadors or campus representatives, or work for organizations that are multi-level marketing and/or pyramid-type in structure.

POLICIES FOR FAMILIES NEEDING TUTORING ASSISTANCE

Families/Households are welcome to post part-time tutoring openings on the LVC JobCenter. There is no charge for this service. In addition, we expect the following of any private individual wishing to post tutoring opportunities within our JobCenter system:

- When registering, individuals should include the family last name, followed by 'Household' (example-Smith Household) as the Organization Name. Please leave the Company Profile section blank. Within the Contact Information section, use 'Parent' or 'Guardian' for your Title.
- When posting your tutoring position, include information for candidates that provides a detailed job description, expected qualifications, and necessary application instructions. Choose the Tutoring option in the drop down menu for Position Type.
- **Tutoring takes place in a public setting, outside of the home.**

POLICY FOR FAMILIES WISHING TO POST IN-HOME POSITIONS

We do not accept job postings that take place in private homes, including temporary, part-time, or summer jobs, such as but not limited to: child care, pet-sitting, or home maintenance work.

POLICIES FOR THIRD-PARTY RECRUITERS

Third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment other than for their own needs (NACE). This category of employers would include, though not be limited to, employment agencies, résumé referral firms, temporary agencies, and search firms.

Lebanon Valley College's Center for Career Development is pleased to be able to assist third-party recruiters with their hiring needs. In addition to the conditions, guidelines, and policies listed above, third-party recruiters are expected to:

- Follow the specific guidelines for employment professionals and third party recruiters as set forth by the *Principles for Professional Practice* (NACE): http://www.naceweb.org/principles. Third-Party Recruiters are advised to be familiar with *A Student's Guide to Interviewing with Third Party Recruiters*, accessible at: http://www.naceweb.org/legal/third-party_recruiters.
- Disclose in full, request, the name of the client/clients they represent and provide descriptions of positions and geographic locations for which they are recruiting. The Center for Career Development reserves the right to verify this information by contacting the client/clients. The center will respect the confidentiality of the information it obtains and will not publish it in any way.

Additional Information

EXCEPTIONS

The Center for Career Development reserves the right to make exceptions to our policies for situations we deem to be acceptable and beneficial to our students, our department, or recruiters using our service. Such exceptions will be considered on a case by case basis, and do not constitute a change in policy, or a decision that this exception will be made again in the future.

POLICIES AND AGREEMENTS CONCERNING STUDENTS

You may also want to be aware of the Policies and Agreements Concerning Students (https://www.lvc.edu/career-development/documents/interfase-students.pdf).

Policies and Agreements Concerning Employers are subject to change without prior notice.
All employers are subject to the terms of the current document.