

QUALIFIED EMPLOYER POLICY

The Presbyterian College Office of Career & Professional Development (CPD) subscribes to and endorses the "Principles for Professional Conduct" prescribed by the National Association of Colleges and Employers. Our office offers recruiting services to qualified employers who offer legitimate employment opportunities to students/alumni of Presbyterian College. We reserve the right to refuse to provide services if, in the sole opinion of this office, it appears that the employer is engaged in activities which may be interpreted as exploitative of our students/alumni.

CPD will review all factors presented in making a determination about providing services to employers. Factors which may indicate that the employer is engaged in prohibited practices include:

- Requirement that students/alumni pay a fee to the employer.
- Requirement that students/alumni purchase products from the employer as a condition of employment.
- Legal status of students/alumni as independent contractors rather than employees.
- Acquiring resumes to market jobseekers to prospective employers.
- Other relevant factors which lead to an inference that the employer is engaged in a business which is premised on attracting employees for a short time, gaining short-term profits from their efforts and then terminating them.

CPD will consider all information available, including information provided by the potential employer, as well as information gained from persons acquainted with the employer.

Recruitment of Presbyterian College students and alumni requires an up-to-date, detailed position announcement and direct access to the employing organization (name of employer must be revealed) and outlining products, services, etc., be sent to our office.

Notice to Third-Party Recruiters

Third party recruiting firms, or any such entity that is retained by another organization to recruit prospective employees, have limited access to the services of the office. Such recruiting firms will be required to adhere to the guidelines for third-party recruiting as stated in the ethical standards of the National Association of Colleges and Employers. These guidelines are reproduced below:

- Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.

- When deemed necessary, third-party recruiters will disclose information upon request to CPD that would enable that office to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. CPD services must respect the confidentiality of this information and may not publish it in any manner.
- Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose to career services the names of the represented employers.
- Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

The CPD further requires that third-party recruiting firms seeking to fill a specific job for a client organization must present to the Office of Career Services a letter of verification from the client, on letterhead stationery, stating that the recruiting firm is acting as an agent. Information provided about an outside resource, program, employer, graduate school, etc. does not signify an endorsement of said information by CPD.

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