

Recruiting Policies

Professional Conduct/EEO

- Employers must subscribe to the same guidelines and laws established by the Federal and Ohio governments.
- All recruiters must comply with [The Family Educational Rights and Privacy Act](#) (FERPA) that prohibits those receiving information about a student from disclosing it to anyone not directly involved in the hiring process without the written permission of the student.
- All employers must comply with the [United States Department of Labor FLSA Guidelines](#) as it relates to paid vs. unpaid internships.

Employer Eligibility

Any organization requiring a monetary investment is required to disclose this information to the Center for Career & Professional Development (CCPD), students/alumni before participation in recruitment.

CCPD will not advertise, promote, or allow event participation from the following:

- Multiple Level Marketing Organizations
- Pyramid Selling
- Commission-Only Employment
- Home-Based or Personal Employment (babysitting, animal sitting, house sitting)

In addition to adhering to our general guidelines noted above, CCPD has the following requirements:

- Organizations or individuals providing recruiting services for a fee will be required to inform us of the specific employer they represent and the specific job(s) for which they are recruiting and will permit verification of the information.
- Third-party recruiters – including agencies, organizations, or individuals recruiting candidates for employment/internship opportunities other than for their own needs – may post positions; however, they may not engage in interviewing, informational interviews, career fairs (without prior clearance from CCPD), or any other type of on-campus recruiting activity. In order to post jobs, third parties are required to provide the organization/company name for which they are hiring (NOTE: the contact information for a specific position can be that of the third party and does not have to be the organization/company contact). Third-party recruiters may not charge applicants any fees. 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.

Right to Refuse Service

CCPD reserves the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonest information or absence of information
- Complaints by students/alumni (investigated by our office)
- Requiring personal information such as bank account information and social security numbers when not part of the hiring process
- Positions that do not pertain to college students or alumni
- Failure to adhere to the Center for Career & Professional Development policies and/or any violation of UF rules and regulations and local, state and federal laws, including fraud
- Breach of confidentiality