

Viterbo University Career Services Policies and Procedures Governing Recruiter Relations

The Viterbo University Career Services office subscribes to and endorses the [Principles for Professional Practice](#) established by the [National Association of College and Employers \(NACE\)](#), and expects employers utilizing our services to follow these principles as well as [Equal Employer Opportunity \(EEO\)](#) laws and legislation. There shall be no discrimination against any qualified person on the grounds of age, disability, national origin, race, color, religion, gender identity, political views, marital status, or sexual orientation.

RECRUITMENT GUIDELINES FOR JOBS AND INTERNSHIPS

- In an effort to ensure complete and accurate data is included in all employment and internship postings, we prefer employers post their own opportunities via [Career Connect](#), our online job bank database, though we will accommodate requests for individual assistance.
- [Career Connect](#) is primarily for professional, internship, and paraprofessional positions, defined as positions that may directly contribute to the professional development of a campus constituency.
- We invite employers to recruit and post positions provided they meet the following criteria:
 - The organization must have actual or anticipated bona fide, career-related full-time, part-time, or internship opportunities for our students and alumni.
 - The organization must accurately describe the responsibilities, requirements, and application instructions in all publicity.
 - All conditions for advertised positions must be clearly publicized in the position description.
- Third party recruiters and staffing agencies must:
 - Identify, on all job postings, the name of the employer being represented.
 - Charge no fees to the candidate.
 - In accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), release candidate information provided by the college exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.

The Career Services office will not approve a position or recruitment activity if it:

- Is incongruent with the [mission and values](#) of the university
- Does not comply with the [Fair Labor Standards Act](#) or [EEO](#) regulations.
- Is for a private individual with a non-established business and there is no employment or work-for-hire contract (e.g. babysitting, nanny, caretaker, tutor, etc.). To post positions of this nature, contact the [Financial Aid](#) office which maintains a bulletin board of non-professional job opportunities.
- Involves on-campus solicitation or on-campus sales, is compensated only through commission, or requires a significant financial investment as a condition of employment.
- Is contingent upon the student paying a fee in order to progress in the application process.

GUIDELINES FOR INTERNSHIPS

[The Fair Labor Standards Act \(FLSA\)](#) states that covered and non-exempt individuals who work for an employer must be compensated under the law for the services they perform. The Department of Labor established specific [criteria](#) to be able to legally offer unpaid internships. Viterbo University has adopted the following criteria for unpaid internships as interpreted by the [National Association of College and Employers \(NACE\)](#):

- 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.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

STUDENT RESPONSIBILITIES

- Career Services staff will advise students using the services about their obligations to employers in the recruitment process and interactions, including providing truthful and accurate information; adhering to schedules; accepting an offer in good faith; notifying recruiters on a timely basis of an acceptance, non-acceptance, and/or withdrawal from the recruitment process; and interviewing only with recruiters for whom students are interested in working and whose qualification requirements they meet.

DISCLAIMER

- In recruiting at Viterbo University, you agree to accept and comply with the policies and procedures of the Viterbo University Career Services office. We reserve the right to refuse service to any organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the [mission and values](#) of Viterbo University. Viterbo does not guarantee the availability of qualified students or alumni. Applicants are not necessarily endorsed by Viterbo University or the office of Career Services. All decisions made by the Career Services office are made at the University's sole discretion.