



CAREER DEVELOPMENT CENTER

## Malone College – Career Development Center

Recruiting, Job Posting and Third Party Recruiter Policy Statement

### Principles and Ethics

Malone College is a Christian college for the arts, sciences, and professions in the liberal arts tradition, affiliated with the Evangelical Friends Church, Eastern Region. The college embraces a mission statement and code of conduct based on a biblical, historical and theological foundation of the Christian faith. The Malone College Career Development Center is administered in such a way as to demonstrate its belief in the provision and availability of equal academic and employment opportunity practices as well as employment services to all those seeking such services regardless of race, color, religion, national origin, sex, age, disability veteran status as defined by law. The Career Development Center reserves the right not to schedule recruiting time on campus and/or approve employers to

**MaloneCareerConnections (MC<sub>2</sub>)** (the on-line internship/job and resume posting system), with advertising, business purpose and/or practices not aligned with our Christian standards.

### Disclaimer

Malone College and the Career Development Center assume no responsibility for the content made available through the web links to other web sites as well as the use of the **MaloneCareerConnections (MC<sub>2</sub>)** on-line system. In our provision of services to students, alumni and off-campus employers the Career Development Center makes no representations or guarantees regarding the opportunities listed on our website or our contracted sites (such as **MC<sub>2</sub>**). Malone College and the Career Development Center are not responsible for the wages, safety, working conditions or other aspects of off-campus employment.

### Third-Party Recruiters Defined

In addition, the Career Development Center adheres to the National Association of Colleges and Employers (NACE), Principles for Professional Conduct. According to NACE, third-party recruiters are defined as “agencies, organizations or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than their own needs. This definition includes, but is not limited to, employment agencies, search firms, contract recruiters, and resume referral firms. (Note: Temporary agencies are not third-party recruiters. They are employers who pay individuals to perform work at a client organization.)”

### Third-Party Services

The Career Development Center does not investigate, endorse, or recommend any third party employment services.

Third-party recruiter services:

- Third-party recruiters who are hiring for positions within their own organization may be granted on-campus recruiting privileges (on-line resume searching is not included).
- Third-party recruiters are allowed to post jobs on **MC<sub>2</sub>** as long as they include the name of the employer they are representing in the body of the job posting. All applications and resumes will be directed to the third-party recruiter for consideration as per your instructions.
- The NACE Principles for Professional Conduct document includes “guidance on the obligations of employers and career development professionals when working with third-party agencies. When asked by career development personnel, employers should verify that they are working with a third-party entity. Career Development personnel may ask for verification that the agency have an actual job and employer for whom it is working. They may also ask whether the agency will charge fees to the student or the employer. There are also specific principles for professional conduct for third-party recruiters. These principles include verification of a bona fide employer and job opportunity, disclosure of student information upon written consent of the student, a policy of not charging students for services, and proper conduct at career fairs.”

### Conditions

By participating in these services, organizations agree that they will abide by EEO standards in all recruiting activities, they will not charge a fee to any candidate at any time, and the organizations will not disclose student information under any circumstances to other entities without the student’s prior consent.

### **Prohibited Full-time Job Postings**

- All full-time positions that would **employ students for a private individual**, (i.e. babysitter, tutor, caretaker, etc). Nanny placement agencies will be considered on a case- by-case basis.
- Full-time positions that **do not require a college degree**
- Full-time positions that are **compensated only by commission will be reviewed on an individual basis**
- All positions that require **a fee payment or investment prior to employment**, (i.e. **entrepreneurial employers**) The Career Development Center defines **entrepreneurial employers** as those organizations that require the job seeker to make an initial financial investment or fee payment as a condition of employment. Furthermore, entrepreneurial employers will **not** be provided with any online or on-campus recruiting services through the Career Development Center.
- **Multi-level marketing and pyramid type employers** will **not** be allowed to post positions on **MC2**. Multi-level marketing can be defined as, "a sales system under which the salesperson receives a commission on his or her own sales and a smaller commission on the sales from each person he or she convinces to become a salesperson. A definition of pyramid selling is "a system of selling goods in which agency rights are sold to an increasing number of distributors at successively lower levels".

The Career Development Center adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time.