



EMPLOYER POLICY & GUIDELINES

The Center for Career Services has established these policies and guidelines for all employer services provided through the office. Employer Services include, but are not limited to: job postings, resume databases, informational/table recruiting, career/job fairs, information sessions, networking events, and on-campus interviews.

General Policies

West Virginia University at Parkersburg's (WVUP) Center for Career Services follows the Principles for Professional Practice established by the National Association of Colleges and Employers (NACE) <http://www.naceweb.org/principles/> and requires employers to follow the same principles and guidelines.

Employers must comply with government, professional and college guidelines

- Employers seeking to post positions and recruit with the Center for Career Services must comply with employment guidelines provided by the U.S. Department of Labor, Americans with Disabilities Act, EEOC guidelines, local, state and federal laws.
- There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, pregnancy, veteran status, ancestry and genetic information or disability.

Service Guidelines

- Career Services reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice.
- Career Services reserves the right to refuse any job or internship posting which is not compatible with the mission and goals of West Virginia University at Parkersburg.
- Contact person must have a professional email address that is affiliated with the employer (no personal emails such as Yahoo, Gmail, Hotmail, etc. will be accepted).
- Career Services does not select candidates for employers or recommend one student/alumnus over another.
- Recruiters may not enter classrooms without prior approval from the professor of the class they wish to enter. Recruiters will not hand out materials on campus without prior approval from WVUP administration or the Center for Career Services.

Job Postings/Recruitment

All postings are subject to approval. Employers can post positions online through College Central, WVUP's job posting site. To register and begin posting jobs on the site, visit www.collegecentral.com/wvup. This is the preferred method. Postings can also be sent via email to careerservices@wvup.edu.

- Employer must accurately describe the position's requirements in appropriate detail.
- For commission based positions, the employer must include condition of pay and a clearly stated job description.
- Employers must pay at least the minimum wage (in accordance with the position's governing state).
- Job postings must be actual, current openings for internships and/or traditional, W-2 or 1099 full-or part-time employees.

The Center for Career Services does **not** provide listings or recruitment opportunities for organizations, if the listing falls into any of the following categories:

- Purpose of position is to sponsor an individual in establishing their own business for the purpose of selling products or services and/or recruiting other individuals to establish their own business.
- Organization requires an investment or fee. This includes fees/investments in orientation, training, starter kits, sales kits, or presentation supplies.
- Organization fails to provide essential information regarding nature of job including commission only, job responsibilities, salary, and hiring requirements.
- Organization is unable or unwilling to provide documentation of registration with a Better Business Bureau, if requested.

Note, posting a position with the Center for Career Services does not guarantee qualified candidates.

Third Party/Staffing Agencies & Recruiters

Third party organizations may post jobs, attend career/job fairs and participate in other employer services provided the following:

- Charge no fees to students/alumni.
- Identify as a third party agency and state it in all postings.
- Provide employment information of the West Virginia University at Parkersburg student/alumni if they become employed through agency.
- Third party organizations do not have access to the resume database.
- Third party will provide contact information for the organization for which the third-party is providing recruiting services if/when there is concern related to a company.
- Any disclosure of student information outside of the third-party recruiting organization and the company they are representing will be with prior consent of the student.

For further information contact:

Center for Career Services

Room 1407

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careerservices@wvup.edu