

The University of North Carolina at Pembroke
Career Services Center
Employer Guidelines for On-Campus Recruiting

The Career Services Center (CSC) at The University of North Carolina at Pembroke (UNCP) is a member of the National Association of Colleges and Employers (NACE) and adheres to its Principles for Professional Conduct for Career Services & Employment Professionals and, likewise, expects that employers/individuals given access to the employer services of the CSC act in accordance with these principles as well. (The NACE Principles for Professional Conduct for Career Services & Employment Professionals can be found at <http://www.naceweb.org/principles/principl.html>.)

All recruiting activities at UNCP should be coordinated through the Career Services Center. Activities related to recruiting include any formal inquiries or visits by an outside agency, business, institution, or organization whose primary purpose is to interest UNCP students/alumni in employment (including part-time, full-time, or internship/co-op), services, or educational opportunities with the agency, business, institution, or organization. Recruiting services offered to employers by the CSC include online resume searches, online job postings; on-campus interviewing, information sessions, and information tables; and Career Fairs.

All employers/individuals wishing to participate in CSC services to recruit UNCP students and alumni must:

- Agree to adhere to all NACE principles, specifically those stated in the NACE Principles for Professional Conduct for Career Services & Employment Professionals found at <http://www.naceweb.org/principles/principl.html>.
- Comply with the non-discrimination requirements of the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Equal Employment Opportunity (EEO) standards, and all state employment laws.
- Comply with The Family Educational Rights and Privacy Act (FERPA) that prohibits those receiving information regarding a student from disclosing this information to any other party without the written permission of the student. (Details on FERPA can be found at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.)
- Be part of an organization that does not have a multi-level or “pyramid” type structure requiring the recruitment of others to sell products or services.
- Offer positions that pay a guaranteed hourly wage or salary that is not commission-based.
- Not require prospective employees to purchase products or services as a requirement for employment.
- Not solicit or sell products or services to students or alumni during the process of recruiting through the CSC.

Employers/individuals that do not meet the structural or position specifications above (i.e. multi-level or “pyramid” structures or commission-based salaries) may publicize job vacancies to the CSC online job search system at the discretion of the director of career services. These organizations will post job vacancies by submitting the appropriate information to the CSC and will not be given access to other CSC employer services.

Approval for any employer/individual to participate in CSC employer services does not in any way imply UNCP endorsement of the policies, practices, or products/services of the employer/individual.

Employer representatives wishing to appeal a decision regarding access to CSC employer services may contact Dr. Denisha Sanders, Director of Career Services via phone at (910) 521-6270 or via e-mail at denisha.sanders@uncp.edu.