



Recruiting Policy for John Brown University

All employers wishing to recruit on-campus or post job positions are required to work within a framework of professionally accepted recruiting, interviewing, and selection techniques and guidelines. This includes the policies set forth by the [NACE Principles for Professional Practice](#), the [United States Department of Labor FLSA Guidelines](#) (as it relates to **paid** vs. **unpaid** internships) and [EEO guidelines](#). Any employer using any of our services, including but not limited to job postings, resume referrals, on-campus recruiting, job fairs, or campus visits, must be registered with [JBU Handshake](#) and have an active profile.

Prohibited Employment Postings:

- Third party recruiters who cannot disclose the employer they represent
- Employers posting full-time positions that do not require at least a bachelor's degree
- Employers posting internships that do not require the pursuit of a bachelor's degree
- Employers offering full-time positions listed with a rate of pay lower than minimum wage (internships may be compensated with a stipend)
- Employers offering internships that do not provide a learning environment supported by supervision for their interns
- Employers must always use corporate email addresses, not personal email address; e.g. Gmail, Yahoo, etc.
- Employers posting full-time positions that discriminate on the basis of age, race, gender, sexual orientation, religion, disability, or economic status
- All positions that would employ students for a private individual (i.e. babysitter, tutor, caretaker, etc.)
- Jobs that require out of pocket expense from the student
- No commission-only positions

All job and internship postings are subject to approval. Career Services reserves the final right to determine which postings are appropriate for inclusion in its database of listings.

Employers wanting to post non-professional jobs, such as jobs a high school student or a person without at least a bachelor's degree could do, are not allowed. Career Development suggests employers to post these types of jobs on [QuadJobs.com](#), where students are directed to visit for part-time jobs.

Job Announcement Guidelines

Type of Jobs that can be posted:



- Part-time
- Internships
- Fellowships
- Experiential Learning
- Cooperative Learning
- Full-time

Job Posting Content:

- Activating and/or posting to your employer profile indicates your agreement to comply in particular with the policies, procedures, principles and laws outlined.
- Only job vacancy announcements can be advertised.
- Job content must contain the job title, job description, locations, required qualifications, salary, and directions for applying.
- Vacancy announcement must contain the employer contact information.
- There is no charge for job postings, but there may be fees for events and other services. Employers agree to pay all applicable fees on or before deadlines. Unpaid balances result in restriction of access to services.

Start-Ups

Career Development has established these criteria for identifying appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed sufficiently in their business development process so that they can:

- Provide a company name, business address, website and email address, and identify a principal as the key contact;
- Verify that they are not seeking potential partners or investors;
- Confirm that they have obtained the necessary business licenses and Tax ID's as well as sufficient funding, including identifying their funding model and investors, if requested;
- Offer positions for pay, not just for equity; pay must meet state minimum wage expectations.
- Provide clearly defined organization and position descriptions in Handshake.

Mission Organizations

Mission Organizations must follow the same policies of other organizations that post on JBU's Handshake job board. Mission Organizations must have a statement of faith that parallels JBU's Statement of Faith. Due to most missions organizations being support raised and do require applicants to fundraise for support, they must be willing to supply the following information in their job descriptions:

- Fundraising training resources
- An overview of how the organization will aid students with their fundraising
- State upfront and clearly that the positions are support-raised

Policies Regarding Fellowships, Experiential Learning, and Cooperative Learning Postings



1. Fellowships

- a. A fellowship, per the IRS, is an amount paid to or allowed for the benefit of an individual to aid in the pursuit of that individual's own study or research. As such:
 - i. Fellowships must help to fund independent travel, research and teaching for both undergraduate and graduate students.
 - ii. Students must be paid or compensated for supplemental payments for research expenses to internal or external researchers.
 - iii. No service is expected in return for a fellowship as it is provided to a student/scholar on a merit or need basis to assist in the pursuit of a degree.

2. Experiential Learning

- a. Experiential Learning must follow the same policies when it comes to paid and unpaid internships. It must follow these seven criteria:
 - i. 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.
 - ii. The skills or knowledge learned must be transferable to other employment settings.
 - iii. The experience has a defined beginning and end, and a job description with desired qualifications.
 - iv. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
 - v. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
 - vi. There is routine feedback by the experienced supervisor.
 - vii. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- b. In short, experiential learning must benefit the student more than the employer or institution, often through the learning or credits gained by proceeding with the experiential learning environment.

3. Cooperative Learning

- a. Cooperative Learning is similar to internships but must follow more guidelines including:
 - i. 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.
 - ii. The skills or knowledge learned must be transferable to other employment settings.

- iii. The experience has a defined beginning and end, and a job description with desired qualifications.
 - iv. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
 - v. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
 - vi. There is routine feedback by the experienced supervisor.
 - vii. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- b. Cooperative Learning differs from paid/unpaid internships in these capacities:
- i. Cooperative Learning must be related to the students' majors.
 - ii. The experience must be paid.
 - iii. Students who complete a co-op experience must also be compensated with at least 3 academic credits.

Third-Party Recruiter Policy

The policy of Career Development is to educate students, alumni, faculty, and staff regarding a wide variety of employment search strategies, including third party employment services. Individuals can then determine whether utilizing these services will be of benefit to them. Career Services does not investigate, endorse, or recommend any third-party employment services.

Definitions:

The National Association for Colleges and Employers (NACE), which is the national professional association for college career services offices and employers, defines third-party recruiters as follows: "Third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment."

The above definition includes, but is not limited to, the following entities regardless of the fee structure used by the entity to charge for services.

- Employment agencies/organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.
- Search firms—organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.
- Contract recruiters—organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
- Resume referral firms—commercial organizations that collect data on job seekers that is marketed to prospective employers. Fees may be paid by the employer, the job seeker or both.

- Commercial job listing/resume collection web sites—it is not compatible with the mission of JBU to promote businesses which collect candidate resumes for the purpose of marketing those to employers.

Third parties (see definitions above) which do not charge a fee to the candidate may fax, mail, or e-mail job opening information if accompanied by information describing the organization and its fee structure. This information will be placed in a binder which is available to students who may be interested in pursuing such opportunities. They must specify that they are recruiting for another company, as well as disclose the company's name to Career Services.

If a Third-Party Recruiter is solely recruiting for a position within its organization, then they are considered an employer.

Conditions

By participating in these services, organizations agree that they will adhere to EEO standards in all recruiting activities, that no fee will be charged to any candidate at any time, and that organizations will not disclose student information under any circumstances to other entities without the student's prior written consent.

Data Reporting

If you hire a JBU student please report this hire to the Career Development Center either via [JBU Handshake](#) or by contacting us at cdc@jbu.edu.

Denial of Service

Career Development reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; renegeing on established agreements between Career Services and the employment (verbal or written); renegeing on a job offer to a student; fraud; misrepresentation harassment of JBU students, alumni, staff or faculty; it is deemed that the purpose of the company is in direct conflict with the institution's mission and policies; failure to adhere to Career Development policies and/or any other violation of John Brown University's rules and regulations. You must comply with the above conditions in order to be approved to use any of the service offered by the JBU Career Development Center. Third-party participation is limited to job postings