

• UNIVERSITY • CAREER SERVICES

Employer Policies and Procedures and Panther Career Net Posting Policies

General Statement

All user's of Panther Career Net, whether GSU students, Alumni or employers, agree that the information contained within the software is for the sole purpose of job-related activities only. Personal and company information provided is voluntarily submitted and is solely for the purposes of connecting students and alumni with employers. In no circumstances is the information contained within Panther Career Net to be used for non-job-seeking activities or non-applicant-seeking activities. Panther Career Net is solely designed for career-related activities. Violation of the above policy will result in the removal from the system.

Should a problem or concern ever occur, University Career Services wants to know immediately. University Career Services will review each complaint/concern and, if legal concerns arise, the complaint/concern will be referred to the Office of Legal Affairs at Georgia State University.

We ask that all user's respect the privacy rights of each registered user.

Employer's Statement

Panther Career Net is designed to help you connect with potential GSU student/alumni employees. When you register, you agree to provide personal and company information that is common to any job board. The registered student/alumni will have access to your submitted information. While Panther Career Net is not an actual job application or interview tool, the information you provide will help potential employees review your job postings. They will use the information you submit to make the decision to contact you. Please be sure that what you submit is accurate and information you post you want to make public to registered students/alumni.

By agreeing to the above statements and by submitting your information, you voluntarily agree to make your information available to students/alumni for their review. If you want to make any changes to your information, it is your responsibility to make those changes. Further, it is your responsibility to contact University Career Services should any concerns arise. In addition, you will have access to specific student/alumni information that is considered personal, such as home telephone numbers and addresses. As a user of Panther Career Net, you are expected to respect and protect the privacy of the student/alumni data and proceed with due professionalism. Should you have any questions, we at University Career Services are happy to assist.

University Career Services reserves the right to deny any potential or currently registered employer access to Panther Career Net should the employer abuse the system, post intentionally inaccurate or misleading information, or abuse, mislead or put any GSU student/alumni in harm's way. Any legal violations will be referred to the Office of Legal Affairs at Georgia State University.

Panther Career Net Posting Policy

- No compromising positions such as adult entertainment, escort services, presentation modeling or similar activity associated with the use of alcohol or other drugs, etc.
- No work in private homes for duties such as child care, nanny, yard work, moving, painting, maintenance, etc. Panther Career Net requires that you submit a business license number for this reason.
- No positions that pay for work in cash.
- No jobs/internship that require out of pocket expense from the student (other than transportation)
- No jobs/internships that discriminate against designated groups
- No compromising positions such as adult entertainment, escort services, etc.
- No commission-only positions
- No jobs/internships in which workers' compensation is not available for the student
- No jobs/internships that violate the Fair Labor Standards Act
- No direct marketing jobs
- No jobs/internships that require an employee to provide funds to a supervisor or other company representative for services

Non-Discrimination Agreement

As a condition of recruiting University students and alumni at Georgia State University (through postings in University Career Services or via participation in employment events), employers are required to sign the University's non-discrimination statement agreeing not to discriminate in their employment practices based on legally-protected class status. A current non-discrimination agreement must be kept on file with University Career Services in order to utilize Georgia State recruiting opportunities. Non-discrimination agreements are valid for one year.

Posting an opportunity on Panther Career Net constitutes agreement with the statement below.

Non-Discrimination Statement and Agreement

The employer is an equal opportunity employer and hereby warrants that it does not discriminate in its employment practices on the basis of race, color, gender, age, ethnicity, religion, national origin, disability or veteran status.

Agreement:

_____ (name of organization) is an equal opportunity employer and hereby warrants that _____ (name of organization) does not discriminate in its employment practices on the basis of race, color, gender, age, ethnicity, religion, national origin, disability or veteran status.

Recruiter Name (Signature)

Date

Recruiter Name (print)

Third Party Recruiters - Guidelines for Posting

Third party recruiters are able to post positions on Panther Career Net, but they must specify that they are recruiting for another company, as well as disclose the company's name to University Career Services. The company's information does not have to be shown on the job posting, but University Career Services must be informed of the employer's name. University Career Services will not disclose this information.

Employment Agencies/Search Firms/Staffing Services/Temp Agencies/On Line Job Board Services/Contract Recruiters, etc. - a.k.a., "Third Party Recruiters"

University Career Services, in response to conflicts of interest between client companies and "Third-Party Recruiters" (see definition below), and after extensive and multiple surveys of peer institutional practices and employers, and guidance from the National Association of Colleges and Employers, has implemented policies and procedures to work with such organizations.

Third Party Recruiters are not eligible to participate in the Career and Internship Fairs – unless recruiting under the following three parameters:

1. Third-party recruiter is solely recruiting for a position within its own organization; they are then considered an employer and are allowed to participate in the fairs.
2. If recruiting for a client-company, the third-party recruiter is only recruiting for ONE client-company, and represents that company in presentation and collateral.

3. The third-party recruiter is acting as an Outsourcing Contractor or Leasing Agency as defined below and complex enough to refer you to that section in the definitions in Section F. This category fits under #1, as well, hence being allowed.

Otherwise, a separate job fair may be made available to third-party recruiters for multiple client-company recruitment. No exceptions.

Call us for information: 404-413-1820.

Definition of "Third-Party Recruiter":

- A. 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;
- B. Third-party recruiting organizations charge for services using one of the following fee structures:
 1. Applicant paid fee - The applicant pays the third-party recruiter a flat fee for services rendered or a fee based upon the applicant's starting salary once the applicant is placed with an employer.
 2. Employer paid fee-
 - a. Retainer-The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.
 - b. Contingency fee-The employer pays to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.
 - c. Fee for service-The employer pays a fee for specific services, e.g. job postings, access to resumes, booth space at a job fair, etc.
- C. 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:
 1. 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.
 2. 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.
 3. Contract Recruiter-Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.

4. Online Job Posting or Resume Referral Services-For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.
 5. Professional Associations - who recruit for their membership.
- D. Temporary Agencies or Staffing Services- Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.
- E. Professional Associations recruiting for member companies of that association are considered a Third-Party Recruiter.
- **Should these firms attempt to or actually recruit individuals to be employees of another organization, then the third-party professional conduct principles shall apply.****
- F. Outsourcing Contractors or Leasing Agencies- Outsourcing contractors or leasing agencies are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract with client organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises. If an outsourcing contractor or leasing agency is found to be recruiting for the same position an employer is recruiting for (that employer is a client of the contractor/agency) that is attending a fair, they must cease and refrain, so as to allow the employer to recruit for their own positions.

Third-party recruiters will be versed in the recruitment field and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

Third-party recruiters will follow non-discrimination practices in recruiting activities in a manner that includes the following:

- a. Referring qualified students to employers without regard to the student's race, color, national origin, religion, age, gender, or disability;
- b. Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, national origin, religion, age, gender, or disability;

- c. Refusing, in the case of résumé referral entities, to permit employers to screen and select resumes based upon the student's race, color, national origin, religion, age, gender, or disability;
- d. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
- e. Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;
- f. Investigating complaints forwarded by the career services office or the employer client regarding EEO noncompliance and seeking resolution of such complaints.

University Career Services may choose to advise students to approach with caution third-party recruiters who charge a fee. University Career Services will make available to students the NACE publication, "A Student's Guide to Interviewing with Third-Party Recruiters."

Third-party recruiters must disclose information as follows:

- a. Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- b. When deemed necessary, third-party recruiters will disclose information upon request to University Career Services that would enable University Career Services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. University Career Services must respect the confidentiality of this information and may not publish it in any manner.

Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and résumé referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

- Third-party recruiters may not post internship positions for students on Panther Career Net. This policy does not apply to Outsourcing Contractors or Leasing Agencies. Contact University Career Services with questions about this latter category.

Career Fairs:

Third Party Recruiters are not eligible to participate in the Career and Internship Fairs – unless recruiting under the following parameters:

1. Third-party recruiter is solely recruiting for a position within its organization; they are then considered an employer and are allowed to participate in the fairs.

2. If recruiting for a client-company, the third-party recruiter is only recruiting for ONE client-company, and represents that company in presentation and collateral.
3. The third-party recruiter is acting as an Outsourcing Contractor or Leasing Agency as defined below. This definition is complex enough to refer you to that section in the definitions in Section F. This category fits under #1, as well, hence being allowed.

Otherwise, a separate job fair may be made available to third-party recruiters for multiple client-company recruitment. No exceptions.

Career Fair Attendance Rules for Third Party Recruiters

- a. Third-party recruiters will only recruit for positions which students would be a direct employee of the third-party recruiter. This means the employee is paid by the third-party recruiter and not by the client-company.
- b. If recruiting for client-company, third-party recruiters can only recruit for ONE client-company. No exceptions.
 - o Third-party recruiters will not recruit for two or more client-companies that are attending the career fair.
 - o Third-party recruiters must represent only one client-company – and this is visible and made known to students. Students should be informed of the application protocol, as well.
 - o Collateral and presentation must clearly represent the client-company – not the third-party recruiting agency.
 - o Third-party recruiters cannot distribute agency collateral – as this represents a business-to-business effort or can be misconstrued as multi-client representation.
 - o Third-party recruiters will not act as a hiring agent for multiple client-companies in which the placed employee is paid by the client-companies.
- c. Third-party recruiters will not approach participating career fair employers for the purpose of developing their company's client base or to conduct business-to-business activities.
- d. Third-party recruiters will disclose to University Career Services all positions and companies for which they are recruiting and post those positions on their table at the fair.
- e. Third-party recruiters will not collect student résumés for the purpose of building data bases for any future employment opportunities. Résumés will be collected only for current openings.
- f. Third-party recruiters will clearly explain to students the type of position they are applying for (Permanent or Temporary to Permanent) and the placement locations.
- g. Third-party recruiters will sign an agreement at the day of the event to acknowledge receipt of these rules and agreement to comply. Non-compliance or refusal to sign will result in:
 - o Expulsion from the event.
 - o Forfeiture of any fees paid for the event or future events.
 - o Banned from campus for one year.

Day of the Event Agreement for Third Party Recruiters

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Employment Services Fairs:

Third-party recruiters may only recruit for their multiple clients when they participate in a scheduled Employment Services Fair, an event specially designed and promoted for third-party recruiting needs. The Employment Services Fair is organized solely through University Career Services. When such an Employment Services Fair is announced, third-party recruiting organizations may register at the current year's career fair rates. Other employers who do not meet the definition of a third-party recruiting firm will not be invited.

Outsourcing contractors and leasing agencies may participate in the Employment Services Fair when they are representing more than one firm. All attending organizations will be required to disclose to both University Career Services and any students with whom they are meeting who they represent and the positions for which they are recruiting. In addition, no fee or charge can be assessed to any student or alumni applicant or potential applicant.

Third Party Recruiters - Guidelines for Posting on Panther Career Net

Third party recruiters are able to post positions on Panther Career Net , but they must specify that they are recruiting for another company, as well as disclose the company's name to University Career Services. The company's information does not have to be shown on the job posting, but University Career Services must be informed of the employer's name. University Career Services will not disclose this information.

Network Marketing Companies

Network Marketing Companies are not considered "employers" by University Career Services and are not eligible to participate in career fairs, on-campus interviewing, résumé referrals, Panther Career Net, employer presentations, and/or sponsorships for on-campus activities.

University Career Services considers organizations that engage in the following to be Network Marketing Companies:

- a. Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.

AND

- b. Requiring an initial investment from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, a "deposit" for materials, and/or purchase of a starter kit.

Another characteristic of a Network Marketing Organization may be:

Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Commission-Based Positions Policies

Positions solely commission-based will not be endorsed or promoted by University Career Services and will not be posted on Panther Career Net. For other commission-based positions, University Career Services will request the following information be submitted for review, prior to posting on Panther Career Net, or use of University Career Services services/events:

- a. Is a college degree required/preferred for this position?
- b. Does this position offer a base pay plus commission? If so, please specify.
- c. Is there a documented earning record for this position? If so, please specify.
- d. Does your organization provide and reimburse training for this position?
- e. Is the employee responsible for purchasing materials/supplies for this position? What is the employee expenditure?

University Career Services may append a commission-based position with the above responses, so as to fully inform candidates. University Career Services reserves the right to deny a company posting and campus privileges if said company misleads or attempts to mislead University Career Services or a candidate about the nature of the position.

Required GSU Non-Discrimination Agreement

As a condition of recruiting University students and alumni at Georgia State University (through postings in University Career Services or via participation in employment events), employers are required to sign the University's non-discrimination statement agreeing not to discriminate in their employment practices based on legally-protected class status. A current non-discrimination agreement must be kept on file with University Career Services in order to utilize Georgia State recruiting opportunities. Non-discrimination agreements are valid for one year.

Non-Discrimination Statement and Agreement

The employer is an equal opportunity employer and hereby warrants that it does not discriminate in its employment practices on the basis of race, color, gender, age, ethnicity, religion, national origin, disability or veteran status.

Agreement:

_____ (name of organization) is an equal opportunity employer and hereby warrants that _____ (name of organization) does not discriminate in its employment practices on the basis of race, color, gender, age, ethnicity, religion, national origin, disability or veteran status.

Recruiter Name (Signature)

Date

Recruiter Name (print)

Career and Internship Fair Policies **Walk-on Registration**

On occasion one or two tables may become available for walk-on registrants. These tables become available because of 'No-shows.' If such a table becomes available, University Career Services will release that table 30 minutes into the fair to the employer who made the first walk-on request (and a second table to the second request, etc.). The fee for that table will be the regular rate plus the late fee. That employer must have payment in hand (check, money order, credit card; no cash). University Career Services does not encourage walk-on registrations as we cannot guarantee table availability.

"No-Show," Cancellation, and Refunds

On occasion, an employer may for whatever reason decide not attend a career fair for which they have paid and registered. If that employer "no-shows," that is, does not come to the fair and does not notify University Career Services prior to the event that they are not coming, the full fee for the fair (or fairs) is assessed. If the account has already been paid, then those monies are forfeited. University Career Services will make available the table spaced rented to that employer to the first-come, first served "walk on" registrant. University Career Services will wait 30 minutes after a career fair opens to the students and alumni as the cut-off time to determine a "no-show."

Late arriving employers must inform University Career Services of their late arrival time.

Call ahead! University Career Services will post a sign on late arriving employer tables noting their ETA. Late arriving employers who fail to notify University Career Services in advance may forfeit their table space. Call!

Refunds

- a. Refunds are not available four weeks (28 calendar days) prior to any University Career Services event. Before this timeframe, employers may request a refund of fees paid, minus \$75 processing fee. University Career Services will not carry over a registration or event fee to the next semester's fair or event. All refund requests must be made in writing on company letterhead.
- b. No refunds will be given for "no-shows" to University Career Services events. Fees paid are forfeited.
- c. No refunds are given to any company/business that has violated a University Career Services policy and is denied services. Fees paid are forfeited.
- d. Please understand that University Career Services does not cut refund checks; instead, the University's Controller's office does this. Refunds will take some time to process.

Participation and Attendance

- a. The Career and Internship Fairs are hosted by University Career Services are solely for employers to recruit student and alumni candidates, and for students and Alumni to meet employers to discuss career and internship opportunities.
- b. University Career Services events are not for employers to solicit employer business contacts. If an employer is found to be conducting business other than recruiting students and alumni for possible positions, that employer will be asked to leave the event immediately. In addition, that employer forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see below).
- c. All participating employers/recruiters are expected to wear professional attire consistent with the norm of attending recruiters. Generally this is formal business attire, business casual, and company logoed attire, but does not include work uniforms that are suggestive in nature. The latter is considered not appropriate for University Career Services career events and those dressed in such a manner will be asked to immediately find more suitable clothing or leave the event. No refunds will be given if departure occurs.
- d. All University Career Services recruiting events are open to Georgia State University students and alumni. Special admission may occur for other students from other regional campuses. If such admission is permitted, those students must register using a valid student identification card from their respective campuses, at the event.
- e. University Career Services recruiting events are not open to the public unless otherwise designated.

Online Job Board Posting Services/Companies

Career fair attendance is restricted to organizations representing the recruiting needs of the participating organization. Online Job Board Posting Services/Companies can only recruit for positions within that company; they are not permitted to recruit for positions of their clients who post on their job board. Further, promotion of products, services or soliciting employer clients is strictly prohibited. If an employer is found to be conducting business other than recruiting students and alumni for possible positions, that employer will be asked to leave the event immediately. In addition, that employer forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see below).

Professional Associations

Professional associations representing career areas and/or designations may attend the Career Fairs. To attend, the professional association must have positions available within their own organization and recruit for those positions. They are not to recruit for their membership, however. If an association is found to be conducting business other than recruiting students and alumni for possible positions within their organization, that association will be asked to leave the event immediately. In addition, the association forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see below).

Network Marketing Companies

- a. Network Marketing Companies are not considered "employers" by University Career Services and are not eligible to participate in career fairs, on-campus interviewing, résumé referrals, Panther Career Net, employer presentations, and/or sponsorships for on-campus activities.
- b. University Career Services considers organizations that engage in the following to be Network Marketing Companies:
 1. Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
AND
 2. Requiring an initial investment from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
 3. Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Table Assignments

- a. University Career Services assigns tables using a complex formula that takes into account display needs, electrical needs, number of recruiters present, and competition (we try to never place competing employers next to or opposite each other).
- b. Tables cannot be shared by employers. One table per company/business. It is possible for an employer to purchase more than one table, though this option is not always available.
- c. Table assignments are final. If an open table is available on the day of a fair, an employer may request to move. The Director of University Career Services or her/his designee will facilitate such discussions and all decisions are final.

Extra Tables and Special Table Set Up

On occasion, employers request extra tables or a special table arrangement. Because of Georgia fire code and a diligent fire marshal, University Career Services adheres to the pre-determined possible layouts for the career fair. There are only a limited number of spaces for extra tables and the configurations are therefore limited. The fee for an extra table is \$200.00 if "2-deep." The fee for a second table "2-long" (side by side or end to end), is a second regular registration. Requests are processed by sequence and by payment.

Payment

- a. University Career Services can only process credit card payments, money orders, and check payments. Checks and money orders are to be made out to: Board of Regents. Cash payments are not accepted as we cannot process cash. University Career Services will process payments in a timely manner and will make available receipts when requested, and will fax payment confirmations for Career Fair activity, when requested.
- b. When an employer or agency is assessed a fee by University Career Services, if not already existing, an account for that entity is established. The employer is responsible for charges posted to this account. When the account is past due after 90 calendar days (after the paid event), University Career Services has the right to send the account to Collections and assert for immediate payment. While the account is in Collections, the employer and its agents will be denied service.
- c. When a company uses a third party accounting firm/agency to process payments, University Career Services is not the vendor and will not be held to any special/contractual agreements between the employer and that accounting firm. Specifically, no additional obligations are incurred by University Career Services in order to receive payment. If an accounting firm/agency chooses to ask University Career Services to verify employer attendance or activity through University Career

Services events, University Career Services may provide a letter of verification of attendance, but is not obligated to take photos, take statements or use any notary services to verify attendance. Such obligations will be refused. If the employer cannot resolve this issue with their financial department or accounting firm/agency and the account is due, then University Career Services may send the account to Collections and assert for immediate payment. While the account is in Collections, the employer and its agents will be denied service.

Denial of Service

University Career Services reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; renegeing on established agreements between University Career Services and the employer (verbal or written); renegeing on a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of Georgia State University students, alumni, staff or faculty; failure to adhere to University Career Services policies and/or any other violation of Georgia State University rules and regulations.

When a company has been denied service, the company must cease the identified behavior/action, rectify the situation both in writing and in deed to University Career Services any other individual involved, and withdraw from the University for a period of one year from the date the rectification occurs. Any fees paid to the University for University Career Services services during this period are forfeited to the University. Withdrawal from the University includes, but is not limited to, participating in the Career Fairs, On-Campus Interview program, Panther Career Net, informational sessions, or working with colleges, departments faculty or students.

University Career Services has the right to send to Collections outstanding accounts after 90 days of non-payment. (The day after the event for which the balance is due is day one of this 90-day period.) If the only issue is non-payment, as soon as an account is cleared, that employer may re-engage in services.