



# Guidelines for Employer Recruiting



**career services**  
at Saint Paul College

JobsOnline is an on-line platform managed by Saint Paul College Career Services to provide an opportunity for employers to share employment, internship and volunteer opportunities with Saint Paul College students and alumni.

The JobsOnline website acts as a referral service by permitting employers to post information about current job and internship opportunities to students and alumni. Employers post on JobsOnline using a professional email address, phone number and business website that would be typically associated with a legal entity.

## Employers understand that:

- Accounts may be rejected if there is not sufficient evidence provided in the profile to verify that the organization is an established and legitimate company
- Network marketing, pyramid selling, referral marketing, or multi-level marketing employers or positions will not be approved
- They are responsible to maintain the confidentiality of student/alumni information, regardless of the source, including the job board database JobsOnline
- They are responsible for compliance with EEO and Affirmative Action principles in recruiting activities
- They are expected to comply with National Association of Colleges and Employers Principles for Ethical Professional Practice ([NACWeb.org/principles/#employment](http://NACWeb.org/principles/#employment))
- Saint Paul College reserves the right to decline requests that are deemed inappropriate or predatory.

## Posting Positions:

Employers create an account which must be approved by Career Services before jobs may be posted. For best results to verify company and position information and for students/alumni to search your company and positions, complete all information fields in addition to required information fields. The posting will remain active for the stated timeframe employers have set (normally not more than 60 days). Once a posting expires, it is the responsibility of the employer to repost it. We reserve the right to decline individual postings.

## The posting will not be approved if:

- The employment opportunity involves on-campus solicitation or on-campus sales
- The job seeker is required to purchase, rent, or obtain a line of credit for any type of sales kit or presentation supplies, or to pay for training, classes or products such as insurance, as a condition of employment
- The job seeker is required to obtain a personal or corporate line of credit
- The employment or internship opportunity is contingent upon the job seeker paying a fee for employment or placement services
- Non-salaried, commission-only postings will be evaluated on a case by case basis

- The employment or internship opportunity does not include paid training
- The posting is for advertisements for competitions or contests
- The employment opportunity resides in a private residence or the main contact information in the posting relates to a personal email, phone and/or address. Only exception would include an arrangement through a service provider with approved employer status
- The internship posting does not follow the U.S. Department of Labor's guidelines as determined by the [Fair Labor Standards Act](#)
- The opportunity is for a company that does not follow the U.S. Department of Labor's guidelines
- The posting is for promotions not related directly to hiring for employment

**Posting Internships:** Saint Paul College will post internship opportunities that hold the following:

- Internship consists of structured learning experiences with outlined responsibilities, regular supervision and an evaluation process as outlined by the [National Association for Colleges and Employers \(NACE\)](#)
- Outlined responsibilities should relate directly to the student's major or career interests
- Paid internships must adhere to the guidelines for Posting Positions listed above
- Unpaid internships must adhere to the U.S Department of Labor guidelines as presented at <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf> and the National Council of Nonprofits guidance at <https://www.councilofnonprofits.org/tools-resources/interns-employee-or-volunteer>
- Credit bearing internships are coordinated through the appropriate academic program faculty

**Third party recruiters** are welcomed to post positions for which they are actively recruiting on behalf of their clients.

- Positions may be full-time, part-time, temporary or temp-to-hire and the status must be stated
- Submissions in which the third-party recruiter only promotes their services with the intent of creating a pipeline for future candidates will not be approved
- The agency must state they are recruiting for a third-party agency
- The third-party agency must state that it will not charge any fees to students or alumni in the job posting
- The agency must not disclose the job seeker's information to other employers/organizations without obtaining prior written consent from the job seeker
- The agency agrees to provide to Saint Paul College's Career Services staff, if requested, the contact information for the organization for which the third party is providing recruiting services

Saint Paul College will not be responsible to anyone who posts, accesses, or uses the job board <https://www.collegecentral.com/saintpaul/> for any direct/indirect harm, damage, or loss incurred in connection with such use. Saint Paul College does not claim any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation. By using the online system to post, retrieve information, or engage in employment activities, the user agrees to the above terms and disclaimer of Saint Paul College liability.