



**CAREER CENTER POLICY**  
**Recruiting Activity Guidelines**  
*Last Amended: Spring 2004*

---

To ensure the quality of our services, and to minimize risk to Luther College students, alumni, and other users of our services, the Luther College Career Center has outlined this policy to govern all recruiting activities sponsored by the Career Center. The guidelines below are in accordance with, and a supplement to the Principles for Professional Conduct established by the National Association of Colleges and Employers (NACE).

**ARTICLE I: Definition of Recruiting Activities**

Recruiting activities include, but are not limited to: career fairs; on-campus interviews; information sessions and company presentations; campus information tables; classroom presentations and guest panel discussions; and other advertised opportunities communicated to students through bulletin boards, mail announcements, and e-mail.

**ARTICLE II: Minimum Requirements**

The Career Center will sponsor recruiting activities that meet the following conditions:

- A. For internship, full-time, and related postings, the employer must supply the title, position description, company description, qualifications, and appropriate application instructions.
- B. The employer complies with all federal, state, and local equal employment opportunity regulations (including ADA), the College's nondiscrimination policy, and
- C. Collegiate experience is either required or preferred.

**ARTICLE III: Excluded Practices**

The Career Center will not sponsor recruiting activities for opportunities if:

- A. The opportunity involves on-campus solicitation, posting of materials, or sale of products or services.
- B. Compensation is exclusively commission or fees/percentage of sales from others under their sponsorship in the organization.
- C. The organization is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses.
- D. The organization requires an initial payment or investment, or account balance or similar fiscal requirements, with the organization itself serving as an umbrella or parent corporation. The initial investment may include, but is not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or the purchase, leasing, or renting of a starter kit, sales kit, or presentation supplies.
- E. The work assignment negatively affects the academic progress of a student, or encourages a student to discontinue their studies.
- F. The employer fails, for any reason, to provide necessary information needed to post a job vacancy or internship opportunity (e.g., job description, qualifications, application instructions).
- G. Upon request, the employer is unable or unwilling to provide written documentation of registration with a Better Business Bureau.

#### **ARTICLE IV: Third Party Agencies**

A third party agency or recruiter represents a candidate or an employer client, and is not the principal employing organization. This includes, but is not limited to, organizations such as contract recruiters, career development consultants, career marketing firms, and temporary or contact agencies.

The Career Center will sponsor third party recruiting activities if the third party agency agrees to:

- A. Reveal the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permit career services to verify this information by contacting the client. If the Career Center has an existing relationship with the client, we will inform the third party agency and decline to post the position.
- B. Identify, on all announcements, the name of the employer being represented.
- C. If requested, provide a position description for valid openings.
- D. In accordance with the Family Education Rights and Privacy Act (FERPA), release candidate information only with the written permission of the employment candidate and only to the identified employer.

#### **ARTICLE V: Reporting New Hire Data**

- A. When requested, an employer will supply to the Career Center information regarding Luther students who have been hired to fill full-time, internship, or other related positions. Information may include, but is not limited to, student name, title, division or unit within the organization, geographic location of position, employment start date, and compensation (if applicable).

#### **ARTICLE VI: Disclaimer**

- A. The Luther College Career Center reserves the right, in its sole discretion, to deny any employer or recruiter access to the services offered by the Career Center.

#### **ARTICLE VII: Policy Changes & Updates**

- A. Changes and/or updates to this policy can be made without notice. The director of the Career Center must approve all final changes to this policy.