Recruiting Policy & Disclaimer

Disclaimer

The Career Services Center at Notre Dame College is responsible for the supervision of the entire student employment program at NDC including the development of off-campus employment opportunities for students. The Career Services Center in its provision of services to students, alumni, and off-campus employers makes no representations or guarantees regarding the opportunities listed on its website and is not responsible for the wages, safety, working conditions or other aspects of off-campus employment. It is the responsibility of the students and alumni to take the necessary precautions when interviewing for and accepting part-time, full-time and/or internship positions.

In addition, the Career Services Center’s website contains links to other websites as a convenience to our students and is not responsible for the content of these sites. The opinions and views associated with these linked sites are not necessarily those of the Career Services Center. Please forward any concerns regarding links and/or broken links to careerservices@ndc.edu.

Equal Employment Opportunity (EEO)

The Career Services Center and Notre Dame College adheres to EEO guidelines and offer employment without regard to race, color, religion, gender, national origin, sexual orientation, disability, citizenship, or identity as a disabled veteran or veteran of the Vietnam era unless legally required. Furthermore, in good faith, the Career Services Center works only with those employers who subscribe to EEO guidelines. In addition, the Career Services Center abides by the principles set forth by the National Association of Colleges and Employers (NACE).

Third Party Recruiter Policy

The policy of the Career Services Center at Notre Dame College does not include active engagement with Third Party Recruiters. If students pursue assistance from a third party recruiter, those individuals can then determine whether utilizing these services will be of benefit to them. The Career Services Center does not investigate, endorse, or recommend any third party employment services.

Under certain conditions the Career Services Center at Notre Dame College will allow third-party recruiters to post job opportunities online. In order to post online, third-party recruiters must disclose the following information to students and to the Notre Dame College Career Services Center.

• The client, or clients that the third-party recruiter is representing, the types of positions for which the third-party recruiter is recruiting and to whom the student’s credentials will be disclosed. Notre Dame College Career Services Center will be permitted to verify this information by contacting the named client or clients.
Definition:

According to NACE, third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs. This definition includes, but is not limited to, employment agencies, search firms, contract recruiters, and resume referral firms. (Note: Temporary agencies are not third-party recruiters. They are employers who pay individuals to perform work at a client organization.]

- **Third-Party Recruiter Services:** Third-party recruiters **who are hiring for positions within their own organization** may be granted on-campus recruiting privileges (excluding online resume search).

- **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.

- **Prohibited Job Postings**

1. All positions that would **employ students for a private individual** (i.e. babysitter, tutor, caretaker, etc.).
2. Non-degreed student jobs and internships that are **compensated only by commission.**
3. All positions that require a **fee payment or investment prior to employment** (i.e. **entrepreneurial employers**). The Career Services Center defines entrepreneurial employers as those organizations that require the job seeker to make an initial financial investment or fee payment as a condition of employment. **Entrepreneurial employers** also include those organizations that provide financial incentives to staff who recruit new hires for the organization and for which the recruiting staff member receives a portion of the new hire's commission. Furthermore, entrepreneurial employers will **not** be provided with any online or on-campus recruiting services through the Career Services Center at Notre Dame College.

- **Right to Refuse Service**

The Career Services Center at Notre Dame College reserves the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonest information or absence of information
- Fraud
- Complaints by students
- Harassment of NDC students, alumni, or staff
- Breach of confidentiality
- Requiring, at the time of application, personal information such as bank account and social security numbers
• Positions not likely of interest to college students or alumni
• Excessive outlay of personal funding required to obtain the position
• Failure to adhere to Career Services’ policies and/or any violation of NDC rules and regulations, and local, state or federal laws.
• Any other reason deemed appropriate by the Career Services Center at Notre Dame College

The Career Services Center adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time.