



## **EMPLOYER POLICIES**

### **Non-Discrimination Policy**

PennWest University endeavors to provide an environment that respects, encourages and promotes the talents and contributions of all. The University values a community with a shared sense of purpose where people demonstrate mutual respect and appreciation. PennWest University values diversity that honors and includes all persons regardless of age, creed, disability, ethnic heritage, gender, gender identity, race, religion, sexual orientation or socioeconomic status in academic and extracurricular endeavors, in the working environment and in the daily life of the University community.

Visit our EEO and Social Equity policy statement and compliance procedures [here](#).

### **Disclaimer**

The Career Center at PennWest University serves only as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Students and alumni should personally research openings and agencies prior to entering into any contractual arrangements. Accordingly, PennWest University expressly disclaims any liability in connection with any potential or actual employment which results from any applicant's response to any job posted on Handshake or in the Career Center.

### **NACE Principles for Professional Conduct**

The PennWest University Career & Professional Development Center is a member of the National Association of Colleges and Employers (NACE.) In accordance with our commitment to maintaining the standards of this organization, the career center expects students and

employers to adhere to principles of college recruiting in the [NACE Principles for Professional Conduct](#).

## **JOB POSTINGS**

[Handshake](#) is a free service for employers to post career-related full-time and internship positions that are appropriate for individuals with or working toward a minimum of a bachelor's degree. Students and alumni create accounts on this system to access postings from employers.

### ***Eligibility to Post Jobs:***

- Third-party Recruiters: Third-party recruiters constitute employment agencies, search firms, contract recruiters, and resume referral firms. Third-party recruiters may post position announcements, however those that have fees for candidates/applicants will not be able to advertise positions through the center.
- Commission-only opportunities: Employers with commission-only opportunities must explicitly state the nature of the compensation in their job postings and all emails to candidates.
- Upfront Fees: Employers requiring upfront fees to be paid by candidates must state the nature and amount of those fees in their job postings and emails to candidates. One-time application fees or costs (e.g., housing or living expenses for special internship programs) must also be specified.
- Volunteers: Organizations seeking to recruit volunteers for service-oriented roles are asked to contact the Center for Volunteer & Service Learning Programs at 724-938-4794.
- Childcare: All childcare positions will be referred to <https://quadjobs.com/>.

## **ON-CAMPUS RECRUITING (OCR)**

Handshake is the online career management system that PennWest University utilizes to manage its On-Campus Recruitment Program, which focuses on full-time career and internship employment opportunities.

### ***Eligibility to Participate in On-Campus Recruiting:***

- Third-party recruiters may not participate in on-campus recruiting to conduct hiring on behalf of their clients. If a third-party firm is hiring employees for their own staff, they are eligible to participate.
- Network marketing recruiters or those employers requiring recruitment of other members for distribution of products or services (multilevel marketing) may not participate in on-campus interviews.
- Employers with commission-only jobs may participate in on-campus recruiting; however they must explicitly state the nature of the compensation in the job posting and all emails to candidates.

***Guidelines for Employers Conducting On-Campus Recruiting (OCR):***

- Eligible employers may request an OCR schedule request (interviews or tabling) via Handshake. Schedule requests will be approved within 2 business days, in the order in which they are received.
- For on campus interviews, once the resume submission deadline has passed, employers should make their interview selections within two (2) days. A timely selection process is needed in order to finalize the schedule for the interview date required by the employer.
- For any changes to an interview schedule or date, we request that employers provide at least three (3) days' notice before the interview date. Any changes after that may result in a new OCR date for the employer.
- Interview packets (schedule and candidate resumes) for the interview day can be accessed by employers through their Handshake account two (2) days before the interview date.
- Please provide the names and contact information for all representatives coming to campus. This will help us provide parking passes and directions. We request that employers bring no more than two greeters to accompany the interviewer(s); there may be two or three organizations recruiting on campus on a given date and we would like to accommodate all representatives comfortably and with minimal disruptions.
- We encourage interviewers to arrive at least 15 minutes prior to the first interview. If you would like the Career Development Center to provide you an interview packet, please notify us in advance.
- We request that students be allowed sufficient time to carefully consider employment offers to make informed decisions; at minimum we request that students be given two (2) weeks from the date of the offer to make a decision. We request that employers inform us of any offers extended that must be withdrawn or significantly changed, as well as to inform us if any of our students renege on an acceptance of a job offer.
- Facility Use: Interview and presentation facilities arranged by the Career Development Center are to be used solely to speak to students and alumni from PennWest University who are eligible for services from our office.

The Career Center professional staff reserves the right to investigate complaints by students about employers or jobs posted through the Career Center. If the Center determines that a complaint is justified, the Center may choose to deny employer services to the employer involved and may choose to report the offending organization to appropriate agencies. The Career Center will provide written notification to the employer should a situation warrant investigation.