



Employer Recruitment Policies

The Career Development Center at Bowie State University provides recruitment services to employers and individuals hiring for full-time, part-time and seasonal career and internship positions.

As a member of the National Association of Colleges and Employers (NACE) we abide by the Principles for Professional Practice, an ethics document that serves as the framework and foundation for practices within the career planning, placement, and recruitment processes. Employers who recruit at Bowie State University must also abide by the [NACE Principles for Professional Practice](#), and [Equal Employment Opportunity](#) standards.

The Career Development Center takes no part in the determination of employment qualifications or the selection process for employers. We make employment information available to all interested students and provide employers with such information as students have authorized us to release on their behalf. The Career Development Center reserves the right to refuse and/ or discontinue services to students, alumni, and recruiters who violate EEO, FERPA, NACE, and/or Career Development Center guidelines.

The Career Development Center reserves the right to refuse services to third party recruiters including, but not limited to, private licensed employment agencies, consulting agencies/headhunters, temporary employment services, clearinghouse operations, and contract recruiting services. Campus interviews, information sessions and information tables must be directly scheduled and conducted by the organization's employees, rather than by third party representatives. In addition, we will not provide student information to network marketing firms. Information on these types of organizations can be made available to students in the Career Development Center at the students' request.

Bulldogs4 Hire Job Postings

The following positions will not be posted on *Bulldogs4Hire* (Online Recruiting System):

- No compromising positions such as adult entertainment, escort services, presentation modeling or similar activity associated with use/advertisement of alcohol
- No work in private homes for duties such as child care, nanny, yard work, moving, painting, maintenance, etc. (Businesses of these nature may be asked to submit a license number)
- No positions that pay for work in cash

- No positions that require any out of pocket expense from the students (other than transportation)
- No positions that discriminate against designated groups
- No commission-only positions
- No positions that violate the [Fair Labor Standards Act](#)
- No positions from third-party recruiters without a signed [Third Party Recruiter Policy Contract](#).
- No direct marketing positions; positions requiring an initial investment from the individual and/or requirement to recruit others to establish their own business
- No positions from employers who do not have a legitimate company website
- No positions from employers who use Yahoo, Gmail or Hotmail email accounts
- No positions from employers whose company website does not have a careers, employment or job opportunities page

The Career Development Center reserves the right to decline to post positions if the Center has a question about the legitimacy of the job listing or the represented employer.

Salary/Hiring Information

It is essential that the CDC receives and maintains accurate information relating to the numbers and starting salaries of newly hired Bowie State University students and alumni. Please provide the Career Development Center with this information at the end of each recruiting/hiring cycle or as hiring decisions are made. [Report a Hire](#) form.

Reneging on Offers/Acceptances

If an organization withdraws an offer made to a student for any reason, the recruiting contact is to notify the Career Development Center as soon as possible. Similarly, if a student reneges on an acceptance of employment with a recruiting organization, the Career Development Center also should be notified so that a thorough review of the situation can be made. The faculty and administration of Bowie State University consider reneging on acceptances to be unethical behavior.

Confidentiality

Employment professionals will maintain confidentiality of student/alumni information regardless of the source and will not release it to any other organization without the prior written consent of the student/alum.

Cancellations

If your plans change, please contact the Career Development Center so that we may reschedule your event or recruiting activity. Employers who repeatedly fail to give adequate notice when cancelling may lose their ability to recruit on campus. In case of inclement weather, on campus recruitment activities proceed as

planned if the university is open. Please call 301-860-4000 for updates about the University opening and closing times. If an interviewer is going to be late, please contact and notify the Career Development Center as soon as possible at 301-860-3825.

Third Party Recruiters

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 its agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. These employers are eligible to utilize a limited selection of our services but must adhere to the NACE's [Principles for Third-Party Recruiters](#) and submit our [Third Party Recruiter Policy Contract](#).

Third party agencies may recruit only for client organizations. Campus interviews, information sessions and information tables must be directly scheduled and conducted by the organization's employees, rather than by third party representatives. Position announcements submitted to *Bulldogs4Hire* must identify the employer or at a minimum the employer's type of business, the location of the job, and the duration of employment (i.e. permanent, temporary, full-time, or part-time). Candidates' names / addresses may not be used for solicitation of employer clients except where specific arrangements have been made and agreed to by candidates in advance.

Updated November 22, 2016