



CAREER SERVICES

Recruitment Policy

Companies and Organizations

All recruiters will adhere to The Equal Employment Opportunity (EEO) standards, the professional guidelines of The National Association of Colleges and Employers (NACE), and the policies of the Career Services Center of Marshall University.

Recruiters will be authorized by Marshall University Career Services Center only if:

- Jobs being posted are for a licensed company or organization, not an individual.
- There is not a finder's fee charged to the student recruit.
- There are no fees for training the student recruit.
- The job requires no out of pocket expenses or financial investments from the student.
- No samples, tools, or other inventory must be purchased prior to the student recruit's job commencement.
- Other financial requirement not aforementioned is not a prerequisite to the student recruit's employment.
- Unpaid internships, approved only at the discretion of Career Services, require no more than 15 hours of work per week.
- Jobs do not discriminate against designated groups.
- Jobs do not involve compromising positions such as adult entertainment, escort services, etc.
- The primary purpose is interviewing and employing students, not promoting company services and products.
- Third party recruiters are eligible to post positions on Marshall JobTrax, but it must be specified in the job description that recruitment is for another company,

Career Services cannot screen resumes, recommend students, or show favoritism to any student over another for any employer. Career Services serves the entire student body in a fair and equal manner.

Marshall University (Marshall) Career Services strives for open access and connections between students and employers. All hiring and compensation for work performed by employees is handled directly between the student/alumni job seeker and the employer. Marshall Career Services makes no representations or guarantees about positions listed on its website or presented at any job fair and is not responsible for safety, wages, working conditions or other aspects of employment. It is the student/alumnus responsibility for all necessary precautions when interviewing for or accepting positions and he/she is solely responsible for obtaining necessary information concerning the employer. Therefore, Employers and students/alumni are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and the applicant.

All job opportunities are posted at the discretion of Marshall Career Services and the Career Center may deny and/or remove access rights for organizations that do not support the policies and procedures of Marshall University or that violate state and/or federal law.

Recruiters not authorized by Marshall University Career Services may not use its name, services, or facilities, which includes job-posting privileges.

Direct sales representative or multi-level marketing organizations, i.e. cosmetics, jewelry, cleaning supplies, toys, vitamins, etc. may not participate in career expos or other programs authorized by the Career Services Center for on-campus recruiting.

Recruiters paying less than federal minimum wage may not participate in career expos or other programs authorized by our office for on-campus recruiting, including job-posting privileges. The only exceptions are jobs such as child/elder care or food services, which by law may legally pay lower wages.

