

Employer Policies and Procedures and Panther Career Net Posting Policies

General Statement

All user's of Panther Career Net, whether GSU students, Alumni or employers, agree that the information contained within the software is for the sole purpose of job-related activities only. Personal and company information provided is voluntarily submitted and is solely for the purposes of connecting students and alumni with employers. In no circumstances is the information contained within Panther Career Net to be used for non-job-seeking activities or non-applicant-seeking activities. Panther Career Net is solely designed for career-related activities. Violation of the above policy will result in the removal from the system.

Should a problem or concern ever occur, University Career Services wants to know immediately. University Career Services will review each complaint/concern and, if legal concerns arise, the complaint/concern will be referred to the Office of Legal Affairs at Georgia State University.

We ask that all user's respect the privacy rights of each registered user.

Employer's Statement

Panther Career Net is designed to help you connect with potential GSU student/alumni employees. When you register, you agree to provide personal and company information that is common to any job board. The registered student/alumni will have access to your submitted information. While Panther Career Net is not an actual job application or interview tool, the information you provide will help potential employees review your job postings. They will use the information you submit to make the decision to contact you. Please be sure that what you submit is accurate and information you post you want to make public to registered students/alumni.

By agreeing to the above statements and by submitting your information, you voluntarily agree to make your information available to students/alumni for their review. If you want to make any changes to your information, it is your responsibility to make those changes. Further, it is your responsibility to contact University Career Services should any concerns arise. In addition, you will have access to specific student/alumni information that is considered personal, such as home telephone numbers and addresses. As a user of Panther Career Net, you are expected to respect and protect the privacy of the student/alumni data and proceed with due professionalism. Should you have any questions, we at University Career Services are happy to assist.

University Career Services reserves the right to deny any potential or currently registered employer access to Panther Career Net should the employer abuse the system, post intentionally inaccurate or misleading information, or abuse, mislead or put any GSU student/alumni in harm's way. Any legal violations will be referred to the Office of Legal Affairs at Georgia State University.

Panther Career Net Posting Policy

- No compromising positions such as adult entertainment, escort services, presentation modeling or similar activity associated with the use of alcohol or other drugs, etc.
- No work in private homes for duties such as child care, nanny, yard work, moving, painting, maintenance, etc. Panther Career Net requires that you submit a business license number for this reason.
- No positions that pay for work in cash.
- No jobs/internship that require out of pocket expense from the student (other than transportation)
- No jobs/internships that discriminate against designated groups
- No commission-only positions
- No jobs/internships in which workers' compensation is not available for the student
- No jobs/internships that violate the Fair Labor Standards Act
- No direct marketing jobs
- No jobs/internships that require an employee to provide funds to a supervisor or other company representative for services

Non-Discrimination Agreement

As a condition of recruiting University students and alumni at Georgia State University (through postings in University Career Services or via participation in employment events), employers are required to sign the University's non-discrimination statement agreeing not to discriminate in their employment practices based on legally-protected class status. A current non-discrimination agreement must be kept on file with University Career Services in order to utilize Georgia State recruiting opportunities. Non-discrimination agreements are valid for one year.

Posting an opportunity on Panther Career Net constitutes agreement with the statement below.

Non-Discrimination Statement and Agreement

The employer is an equal opportunity employer and hereby warrants that it does not discriminate in its employment practices on the basis of race, color, gender, age, ethnicity, religion, national origin, disability or veteran status.

Agreement:

_____ (name of organization) is an equal opportunity employer and hereby warrants that _____ (name of organization) does not discriminate in its employment practices on the basis of race, color, gender, age, ethnicity, religion, national origin, disability or veteran status.

Recruiter Name (Signature)

Date

Recruiter Name (print)

Employment Agencies/Search Firms/Staffing Services/Temp Agencies/On Line Job Board Services/Contract Recruiters, etc. - a.k.a., "Third Party Recruiters"

University Career Services, in response to conflicts of interest between client companies and "Third-Party Recruiters" (see definition below), and after extensive and multiple surveys of peer institutional practices and employers, and guidance from the National Association of Colleges and Employers, has implemented policies and procedures to work with such organizations.

Third Party Recruiters are not eligible to participate in the Career and Internship Fairs – unless recruiting under the following three parameters:

1. Third-party recruiter is solely recruiting for a position within its own organization; they are then considered an employer and are allowed to participate in the fairs.
2. If recruiting for a client-company, the third-party recruiter is only recruiting for ONE client-company, and represents that company in presentation and collateral.
3. The third-party recruiter is acting as an Outsourcing Contractor or Leasing Agency as defined below and complex enough to refer you to that section in the definitions in Section F. This category fits under #1, as well, hence being allowed.

Otherwise, a separate job fair may be made available to third-party recruiters for multiple client-company recruitment. No exceptions.

Call us for information: 404/413-1830.

Definition of "Third-Party Recruiter":

- A. 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 it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment;
- B. Third-party recruiting organizations charge for services using one of the following fee structures:
 1. Applicant paid fee - The applicant pays the third-party recruiter a flat fee for services rendered or a fee based upon the applicant's starting salary once the applicant is placed with an employer.
 2. Employer paid fee-
 - a. Retainer-The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.
 - b. Contingency fee-The employer pays to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.
 - c. Fee for service-The employer pays a fee for specific services, e.g. job postings, access to resumes, booth space at a job fair, etc.

- C. The above definition includes, but is not limited to, the following entities regardless of the fee structure used by the entity to charge for services:
1. Employment Agencies-Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.
 2. Search Firms-Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.
 3. Contract Recruiter-Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
 4. Online Job Posting or Resume Referral Services-For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.
 5. Professional Associations - who recruit for their membership.
- D. Temporary Agencies or Staffing Services- Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.
- E. Professional Associations recruiting for member companies of that association are considered a Third-Party Recruiter.
- **Should these firms attempt to or actually recruit individuals to be employees of another organization, then the third-party professional conduct principles shall apply.****
- F. Outsourcing Contractors or Leasing Agencies- Outsourcing contractors or leasing agencies are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract with client organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises. If an outsourcing contractor or leasing agency is found to be recruiting for the same position an employer is recruiting for (that employer is a client of the contractor/agency) that is attending a fair, they must cease and refrain, so as to allow the employer to recruit for their own positions.

Third-party recruiters will be versed in the recruitment field and work within a framework of

professionally accepted recruiting, interviewing, and selection techniques.

Third-party recruiters will follow non-discrimination practices in recruiting activities in a manner that includes the following:

- a. Referring qualified students to employers without regard to the student's race, color, national origin, religion, age, gender, or disability;
- b. Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, national origin, religion, age, gender, or disability;
- c. Refusing, in the case of résumé referral entities, to permit employers to screen and select resumes based upon the student's race, color, national origin, religion, age, gender, or disability;
- d. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
- e. Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;
- f. Investigating complaints forwarded by the career services office or the employer client regarding EEO noncompliance and seeking resolution of such complaints.

University Career Services may choose to advise students to approach with caution third-party recruiters who charge a fee. University Career Services will make available to students the NACE publication, "A Student's Guide to Interviewing with Third-Party Recruiters."

Third-party recruiters must disclose information as follows:

- a. Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- b. When deemed necessary, third-party recruiters will disclose information upon request to University Career Services that would enable University Career Services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. University Career Services must respect the confidentiality of this information and may not publish it in any manner.

Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and résumé referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

- Third-party recruiters may not post internship positions for students on Panther Career Net. This policy does not apply to Outsourcing Contractors or Leasing Agencies. Contact University Career Services with questions about this latter category.

Third Party Recruiters - Guidelines for Posting on Panther Career Net

Third party recruiters are able to post positions on Panther Career Net , but they must specify that they are recruiting for another company, as well as disclose the company's name to University Career Services. The company's information does not have to be shown on the job posting, but University Career Services must be informed of the employer's name. University Career Services will not disclose this information.

Network Marketing Companies

Network Marketing Companies are not considered "employers" by University Career Services and are not eligible to participate in career fairs, on-campus interviewing, résumé referrals, Panther Career Net, employer presentations, and/or sponsorships for on-campus activities.

University Career Services considers organizations that engage in the following to be Network Marketing Companies:

- a. Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.

AND

- b. Requiring an initial investment from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, a "deposit" for materials, and/or purchase of a starter kit.

Another characteristic of a Network Marketing Organization may be:

Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Commission-Based Positions Policies

Positions solely commission-based will not be endorsed or promoted by University Career Services and will not be posted on Panther Career Net. For other commission-based positions, University Career Services will request the following information be submitted for review, prior to posting on Panther Career Net, or use of University Career Services services/events:

- a. Is a college degree required/preferred for this position?
- b. Does this position offer a base pay plus commission? If so, please specify.

- c. Is there a documented earning record for this position? If so, please specify.
- d. Does your organization provide and reimburse training for this position?
- e. Is the employee responsible for purchasing materials/supplies for this position? What is the employee expenditure?

University Career Services may append a commission-based position with the above responses, so as to fully inform candidates. University Career Services reserves the right to deny a company posting and campus privileges if said company misleads or attempts to mislead University Career Services or a candidate about the nature of the position.

Required GSU Non-Discrimination Agreement

As a condition of recruiting University students and alumni at Georgia State University (through postings in University Career Services or via participation in employment events), employers are required to sign the University’s non-discrimination statement agreeing not to discriminate in their employment practices based on legally-protected class status. A current non-discrimination agreement must be kept on file with University Career Services in order to utilize Georgia State recruiting opportunities. Non-discrimination agreements are valid for one year.

Non-Discrimination Statement and Agreement

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Agreement:

_____ (name of organization) is an equal opportunity employer and hereby warrants that _____ (name of organization) does not discriminate in its employment practices on the basis of race, color, gender, age, ethnicity, religion, national origin, disability or veteran status.

 Recruiter Name (Signature)

 Date

 Recruiter Name (print)

Denial of Service

University Career Services reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; renegeing on established agreements between University Career Services and the employer (verbal or written); renegeing on a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of Georgia State University students, alumni, staff or faculty; failure to adhere to University Career Services policies and/or any other violation of Georgia State University rules and regulations.

When a company has been denied service, the company must cease the identified behavior/action, rectify the situation both in writing and in deed to University Career Services any other individual involved, and withdraw from the University for a period of one year from the date the rectification occurs. Any fees paid to the University for University Career Services services during this period are forfeited to the University. Withdrawal from the University includes, but is not limited to, participating in the Career Fairs, On-Campus Interview program, Panther Career Net, informational sessions, or working with colleges, departments faculty or students.

University Career Services has the right to send to Collections outstanding accounts after 90 days of non-payment. (The day after the event for which the balance is due is day one of this 90-day period.) If the only issue is non-payment, as soon as an account is cleared, that employer may re-engage in services.