

Employer Eligibility & Recruiting Policy

On-campus Recruiting Program – Employers requesting to recruit on the WSU Campuses (Winona and Rochester) shall first obtain approval into the On-campus Recruiting Program through Career Services. Career Services will not vouch for the legitimacy of any recruiter on campus that has not been approved into the program. Campus departments approached by employers must determine whether to refer recruiters to Career Services or assume primary responsibility for the legitimacy of the recruiter.

Eligible employers who participate in Winona State University's on-campus recruiting program must abide by the *Principles of Professional Conduct for Career Services and Employment Professionals* as published by the National Association of College and Employers (NACE). These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. Additionally, all organizations must also conform to the U.S. Equal Employment Opportunity Commission policies regarding Nondiscrimination in Employment and Education Opportunity and all applicable Equal Opportunity Laws.

On-campus events – Each employer may schedule one Meet & Greet session and reserve one table in the student union per academic semester.

On-campus interviews – Each employer may conduct up to two on-campus interview schedules per academic year

WSU Career & Job Fairs – Organizations eligible to attend WSU career and job fairs must be recruiting for current or future positions where a degree is sought or supports the pursuit of a degree. Employers who participate in on-campus job fairs and intend on hiring students currently taking classes at WSU will make an effort to accommodate student class schedules. All employer registrations are final; no refunds are given. In the event that WSU is forced to cancel an event, Career Services may offer a refund.

Warrior Jobs Employer User Accounts – Employers who create a user account must agree to the Warrior Jobs Employer User Agreement, which lays out all guidelines and practices of the WSU on-campus recruiting program, before receiving access to the Warrior Jobs system.

Third-party Recruiters – Eligible third-party recruiters who wish to participate in WSU's on-campus recruiting program must abide by the *Principles of Professional Practice – Third Party Recruiters* as published by the National Association of Colleges and Employers (NACE) and conform to the U.S Equal Employment Opportunity Commission policies regarding Nondiscrimination in Employment and Education Opportunity and all applicable Equal Opportunity Laws.

Note: Winona State University reserves the right to refuse access to WSU's on-campus recruiting program due to any of the following; failing to adhere to these policies and principals; violating any local, state or federal laws; or any other behavior or conduct which, in the discretion of the WSU Career Services, warrants denial of service or access.

I. Purpose

To protect the employment rights of WSU students and alumni, ensuring equal access to employment opportunities; ensure confidentiality of student information; ensure best hiring practices are being applied during the recruiting process; and establish clear expectations and guidelines in order to develop professional relationships with employers.

II. Definitions

On-campus Recruiting Program – formal program allowing employers access at Winona State University to recruit students for internships, advanced degree programs, and part-time and full-time employment through a series of channels including: career & job fairs, on-campus interviews, events (tabling and Meet & Greet sessions), and Warrior Jobs user accounts.

WSU career and job fairs – fairs where WSU is the primary host, most often held on one of the WSU campuses (Rochester or Winona). Examples include: Warrior Jobs Expo: Business, Science & Technology; Warrior Jobs Expo: Healthcare, Government & Behavioral Sciences; Part-time Job Fair; Summer Opportunities Fair.

Third-party recruiters - 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 (i.e. employment agencies, search firms, and contract recruiters).

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.

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.

Contract Recruiter—Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.

III. Procedures

On-campus Recruiting Program Procedure 1 – Scheduling Employer Visits

On-campus Recruiting Program Procedure 2 – Hosting Employer Visits

On-campus Recruiting Program Procedure 3 – Accepting and Posting Jobs

IV. Responsibility

The Associate Director for Career Services or his/her designee assumes the leadership role for the WSU On-campus Recruiting Program and recruiting policies.

V. Attachments

Principles of Professional Practice – Third Party Recruiters:

<http://www.naceweb.org/principles/#thirdparty>

U.S Equal Employment Opportunity Commission policies regarding Nondiscrimination in Employment and Education Opportunity: <http://www.eeoc.gov/employers/index.cfm>

Warrior Jobs Employer User Agreement:

Warrior Jobs Employer User Agreement

By selecting “Yes”, I acknowledge that I have read and hereby agree to follow **Winona State University’s Employer Eligibility and Recruiting Policy** and agree to follow the **Principles of Professional Conduct for Career Services and Employment Professionals** as published by the National Association of College and Employers (NACE). I also confirm that my hiring practices adhere to the **U.S Equal Employment Opportunity Commission policies** regarding Nondiscrimination in Employment and Education Opportunity and all applicable Equal Opportunity Laws. These documents are located on the WSU Career Services website: www.winona.edu/career.

I understand that Winona State University reserves the right to refuse my access to the Warrior Jobs system due to any of the following; failing to adhere to these policies and principals; violating any local, state or federal laws; or any other behavior or conduct which, in the discretion of the WSU Career Services, warrants denial of service or access.