

## **RECRUITMENT POLICY FOR EXTERNAL EMPLOYERS: WALDEN JOB AND INTERNSHIP LOCATOR**

The Walden University (WU) Career Planning and Development department offers the Walden Job and Internship Locator (powered by JobBoardHQ), a job and internship posting system that allows employers and members of the Walden community to share job and internship opportunities with WU students and alumni. Employers and members of the Walden community are invited to register on the system and share full-time, part-time, seasonal, short-term positions and other experiential opportunities, as well as other recruiting activities for public and private companies and organizations, government agencies or associations, institutions, and third-party recruiters/staffing agencies.

A personal residence, individual or household seeking personal services (i.e., childcare, housekeeping, therapy, etc.), solely commission-based, or multilevel marketing companies are not considered and are ineligible for listing services on the Walden Job and Internship Locator. All organizations or individuals are expected to accurately describe their organizations, positions, and position requirements when posting their information on the Walden Job and Internship Locator.

WU Career Planning and Development guidelines adhere to the Family Educational Rights and Privacy Act (FERPA), Principles for Professional Practice from the National Association of Colleges and Employers (NACE), and the policies of WU.

### **Guidelines**

- All employers, contacts, and job and internship postings are subject to approval by Career Planning and Development.
- Organizations seeking job posting or recruiting privileges must:
  - Have a business license, or be registered as a 501(c) organization, or be a government entity;
  - Provide the basic company and staff member information required for registration, including organization name, phone number, email address, company description and contact information for at least one staff member;
  - Adhere to the equal employment opportunity (EEO) laws;
  - Not have a website that requires input of information before seeing the landing page;
  - Not require purchase of company products in order to start work (with the exception of uniforms), or require purchase of company-provided training before hire;
  - Not post internships or jobs that are based inside the employer's personal residence;
  - Not post internships or jobs requiring residential door-to-door sales; and
  - Not be third-party recruiters or staffing agencies who charge fees to students/candidates.
- WU reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if WU receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstances.

- Employers without an operational website cannot be served until there is a website operational. WU will review the employer's website for appropriateness.
- WU does not recommend or select candidates for employers.
- Your account as an employer provides you a limited, terminable right to access and use the Walden Job and Internship Locator only for your internal business use to seek candidates for employment.

### **Third-party Recruiters**

WU Career Planning and Development defines third-party recruiters as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations rather than for internal positions. Third-party recruiters may utilize the Walden Job and Internship Locator and participate in virtual career fairs. They will be required to verify in advance whether they are recruiting for their own organizations or for their clients. Third-party firms who are recruiting for positions within their own organizations must clearly differentiate those opportunities from their client engagements. Positions posted in the Walden Job and Internship Locator by third-party employers must be individual, specific, and for an active opportunity.

Third-party recruiters representing client organizations must:

- Verify that they charge no fees of any kind to student or alumni applicants;
- Identify themselves as a third-party recruiter in their employer profile and all client job announcements;
- Provide accurate position descriptions and include specific client names in all jobs posted on the Walden Job and Internship Locator;
- Only release candidate information provided to the identified employer in accordance with the Family Educational Rights and Privacy Act (FERPA). Re-disclosure of candidate information to any other parties is not permitted.