

POLICIES

JOB POSTINGS

- College Central Network is a free service for employers to post career-related full-time and internship positions that are appropriate for individuals with or working toward a minimum of a bachelor's degree. Students and alumni may also make their resumes available within College Central for employer searches. Employers can conduct resume searches and participate in on-campus interviewing via this system.
- Job Posting Binders within the Career Development Center are utilized for any opportunities that are not posted within College Central, such as part-time and summer jobs. Full-time positions may also be posted in the binders, in the case of an employer that opts to not create an online account but prefers to email, mail or fax a position to the Center.
- Third-party Recruiters: Third-party recruiters constitute employment agencies, search firms, contract recruiters, and resume referral firms. Although third-party recruiters cannot conduct resume searches or on-campus interviews, they may post job opportunities in College Central. Third-party recruiters who charge a fee from candidates will not be able to post their position via the Career Development Center.
- Commission-only opportunities: Employers with these opportunities must explicitly state the nature of the compensation in their job posting and may post their jobs in the Job Binders. We do not schedule on-campus interviews for commission-only positions.
- Multi-level Marketing: A Multi-level Marketing employer is defined as one who sells goods or services through a network of distributors. The typical MLM program works through recruitment. Multi-level Marketing employers can post their jobs through our Job Binders only. Other options can include advertising in the WCU student newspaper *The Quad* by emailing QuadAdvertising@wcupa.edu
- Volunteers: Organizations seeking to recruit volunteers for service oriented roles are asked to contact the Office of Service Learning & Volunteer Programs at 610-436-3379 or type "Service Learning" on the University website at www.wcupa.edu. Other organizations seeking volunteers can send a copy for our Job Binders.
- Childcare: Due to privacy concerns, individual families searching for babysitters or nannies are not granted access to the online resume database.

The Career Development Center is committed to ensuring that all students and employers are afforded every opportunity to participate in the activities of the Center. If, due to a disability, you require accommodation to utilize our services, please contact the office and let us know how we may assist you.

ON-CAMPUS RECRUITING

In the interest of ensuring clear communications between employers, students, and the career center, as well as maximizing the efficiency of the recruiting process, we ask that all employers adhere to the following guidelines:

1. **Eligible Recruiting Organizations**

Employers hiring for college-level full-time positions or internships are eligible to participate via

College Central Network. Third party recruiters, Multi-level Marketers are not eligible to participate, but can advertise their listings through other options (please see guidelines above)

2. Selecting Students to Interview

Once the resume submission deadline for students has passed, employers are asked to review all resume submissions in College Central and make selections for on-campus interviews. Typically, these should be completed within 24-48 hours of the resume submission deadline. Please be aware of all deadlines via College Central and contact us with any questions.

3. Schedule Changes

For any changes to an interview schedule or date, we request that employers provide at least two days notice before the interview date. This will provide us time to make the required changes and give students enough time to re-arrange their schedules with minimal disruptions to their academics.

4. The Day of Your Interviews

We encourage interviewers to arrive at least 15 minutes prior to the first interview, to allow time to review the schedule for the day and check in on any final changes. We will provide interviewers with a copy of the schedule as well as the resumes of all candidates to be interviewed.

5. Recruiters & Greeters

Please provide our office with the names and contact information for all representatives coming to campus. This will help us provide parking passes and directions, as well as prevent potential miscommunication the day of the event. We request that employers bring no more than two greeters to accompany the interviewer(s). There might be two or three organizations recruiting on campus on a given date and we would like to accommodate all representatives comfortably and with minimal disruptions.

6. Job Offers

The Career Development Center requests that students be allowed sufficient time to carefully consider employment offers to make informed decisions; at minimum we request that students be given 3 weeks from the date of the offer to make a decision.

We request that employers inform us of any offers extended that must be withdrawn or significantly changed, as well as to inform us if any of our students renege on an acceptance of a job offer.

7. Facility Use

Interview and presentation facilities arranged by the Career Development Center are to be used solely to speak to students and alumni from West Chester University who are eligible for services from our office.

CAREER FAIRS

Registrations:

- All informational fields of the Registration form must be completed for the Career Fair Booklet.
- The WCU Non-Discrimination/Affirmative Action policy listed on the Registration Form should be initialed by a company representative. If an organization's policies are different than West Chester University's, please contact Preeti Singh at (610) 436-2501 to continue registering for the event. The difference in policies will be noted with an asterisk on the Career Fair Booklet.

Shipping Materials in Advance:

- Due to lack of storage space, we do not accept materials in advance. For any unique circumstances please call the office directly at (610) 436-2501 or email psingh@wcupa.edu

Day of the Career Fair:

- Please notify us if there are any additional Representatives the day of the event.
- Lunches for extra recruiters will be provided based on advanced registrations.

Refund/Cancellation:

- Registrations may be cancelled with no penalty up to 5 business days prior to the event. Any fees already paid will be applied toward future events. Please contact Preeti Singh to discuss processing of refunds.
- No refunds will be issued for cancellations on the day of the event.
- Outstanding event balances must be paid in full prior to registering for any Career Fairs.

INFORMATION TABLES

- Employers can set up Information Tables in Sykes Student Union or Lawrence Center by contacting the Career Development Center. Employers must comply with the University's Non-discrimination policy by providing their signature for our files once per year. If employers choose not to sign the policy, an asterisk will denote this information on the website calendar advertising the Information Table.
- Information Tables are provided for highlighting current or future hiring opportunities with an organization. If you are promoting products or services offered by your company, please contact vendor services at 610-436-2984.
- Tables are scheduled subject to space availability and for maximum visibility during the allotted time. Please note that we do not schedule tables on the weekends or during major events on campus. In the Summer (May-August), tables are only available at the Lawrence Hall/campus dining location.
- We request that you allow students to approach your table for information and to refrain from persuading students to visit your table.
- Any food items provided at your table must be purchased through the university catering service by calling 610-436-3130

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The Career Development Center is a member of the National Association of Colleges and Employers (NACE) and the American Association for Employment in Education (AAEE). In accordance with our commitment to maintaining the standards of these organizations, the career center expects students and employers to adhere to principles of college recruiting in the NACE Principles for Professional Conduct: <http://www.naceweb.org/principles/princip.html>.