



Twardowski Career Development Center
West Chester University
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EMPLOYER POLICIES

Non-Discrimination Policies in Recruiting at WCU

West Chester University is committed to providing leadership in extending equal opportunities to all individuals. Accordingly, the University will make every effort to provide these rights to all persons regardless of race, religion, sex, national origin, ancestry, age, sexual orientation, disability, veteran status, or other protected class status. This policy applies to all members of the University community including students, faculty, staff and administrators. It also applies to all applicants for admission or employment and all participants in university-sponsored activities.

Visit: <http://www.wcupa.edu/admin/social.equity/eo.asp>

Disclaimer

The Twardowski Career Development Center at West Chester University serves only as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Students and alumni should personally research openings and agencies prior to entering into any contractual arrangements. Accordingly, West Chester University expressly disclaims any liability in connection with any potential or actual employment which results from any applicant's response to any job posted in the job binders within the career center or within College Central Network online.

NACE Principles for Professional Conduct

The Twardowski Career Development Center is a member of the National Association of Colleges and Employers (NACE) In accordance with our commitment to maintaining the standards of this organization; the career center expects students and employers to adhere to principles of college recruiting in the NACE Principles for Professional Conduct:

Visit: <http://www.naceweb.org/principles/?referral=knowledgecenter&menuID=203>

Solicitation on campus

University students, faculty, staff and individuals not affiliated with the University may not solicit or sell commercial products or services on campus without the prior approval of the Vice President for Student Affairs or designee. This does not include fund-raising events conducted by officially recognized University organizations. However, these organizations must have the approval of the Office of Residence Life and Housing Services in order to solicit the students or sell any product or service in the residence halls or at the South Campus Complexes. The form necessary to receive approval can be obtained in the Office of Residence Life and Housing Services in 202 Lawrence Center. Any approved solicitation or selling in the residence halls is restricted to the main lobbies and should never occur on resident floors. In the residence halls, food and non-alcoholic beverages ordered from local establishments may only be delivered to the main lobby of the hall.

Visit: <http://www.wcupa.edu/services/stu.lif/reslifeguide/advertising.asp>

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 create accounts on this system to access postings from employers.

Job Posting Binders located within the Career Development Center are utilized for any opportunities that are not posted within College Central Network such as part-time and summer jobs. Full-time positions may also be posted in the binders. Employers can submit postings for binders via the website job posting form, email, fax or mail options.

Notes on eligibility to post jobs:**

Third-party Recruiters: Third-party recruiters constitute employment agencies, search firms, contract recruiters, and resume referral firms. Third-party recruiters may post position announcements, however those that charge a fee from candidates will not be able to position through the center.

Commission-only opportunities: Employers with these opportunities must explicitly state the nature of the compensation in their job postings and all emails to candidates.

Upfront Fees: Employers requiring upfront fees to be paid by candidates must state the nature and amount of those fees in their job postings and emails to candidates. One-time application fees or costs (e.g., housing or living expenses for special internship programs) must also be specified.

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 visit [www.wcupa.edu/ services/stu.slv](http://www.wcupa.edu/services/stu.slv)

Childcare: All childcare positions will be posted in the Job Binders only. Due to privacy concerns, the center will not forward any student information to families seeking childcare options.

ON-CAMPUS RECRUITING

College Central Network is the online career management system that West Chester University utilizes to manage its On-Campus Recruitment Program, which focuses on full-time career and internship employment opportunities.

Notes of Eligibility to Participate in On-Campus Recruiting:

- Third-party recruiters may not participate in on-campus recruiting to conduct hiring on behalf of their clients. If a third-party firm is hiring employees for their own staff, they are eligible to participate.
- Network marketing recruiters or those employers requiring recruitment of other members for distribution of products or services may not participate in on-campus interviews.
- Employers with commission-only jobs may participate in on-campus recruiting; however they must explicitly state the nature of the compensation in the job posting and all emails to candidates.

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. Selecting Students to Interview

Resume selections should be completed within 24-48 hours of the resume submission deadline for optimal schedules.

2. Schedule Changes

For any changes to an interview schedule or date, we request that employers provide at least two business 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 academic commitments.

3. 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 and if requested, resumes of all candidates.

4. 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 interviews. 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.

5. Job Offers

At minimum we request that students be given three 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.

6. 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 may schedule 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 to schedule your campus visit
- 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, summers or during major events on campus.
- 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 may be purchased through the university catering service by calling 610-436-3130.

EMPLOYER MATERIALS

- Due to increase of websites and resources and low student demand, we suggest that employers do not bring or send unsolicited brochures, posters or publicity materials from their organizations.
- Employers participating in on-campus interviews may bring their company literature, brochures or newsletters for students to access. These materials will be displayed on the employer's visit to campus

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

UPDATED 10/2011