

## **RECRUITMENT POLICIES AND GUIDELINES**

*Thank you for your interest in recruiting Neumann candidates for your opportunity. We expect all our employer partners to adhere to this document when recruiting at the university. For any questions, please contact Preeti Singh, Director – Career and Professional Development at [singhp@neumann.edu](mailto:singhp@neumann.edu) or call (610) 558-5537.*

### **NACE PRINCIPLES FOR ETHICAL PROFESSIONAL PRACTICE**

The Center for Career and Professional Development at Neumann University 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 office adheres to and expects employment professionals to adhere to principles of college recruiting articulated in the [NACE Principles for Ethical Professional Practice](#). Employers who do not act in accordance with these principles or in a professional manner can be asked to discontinue recruitment at Neumann University.

### **DISCLAIMER**

Career and Professional Development at Neumann 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. Accordingly, Neumann University expressly disclaims any liability in connection with any potential or actual employment which results from any applicant's response to any job posted within Knight Career Network online or any of the bulletin boards on campus. The Center for Career and Professional Development and its staff are not responsible for safety, wages, working conditions or any other aspect of off-campus employment. Students and alumni should Professionally research openings and agencies prior to entering into any contractual arrangements or exchange of monies in any form.

### **NEUMANN UNIVERSITY NON-DISCRIMINATION STATEMENT**

As an equal opportunity employer, we respect and are dedicated to a policy of non-discrimination on any basis including race, creed, color, sex, religion, national origin, handicap, or sexual orientation. It is the policy of Neumann University to provide reasonable accommodations for qualified persons with disabilities who are applicants for employment. Employment opportunities will not be denied to anyone due to the need to make reasonable accommodations for a person's disability.

### **RECRUITMENT GUIDELINES**

Definition of recruiting activities include but are not limited to job postings, networking events, career fairs, information tables, on-campus interviews and employer presentations. Career and Professional Development reserves the right to refuse access to recruiting if employers are not in compliance of this document or do not act in a professional manner.

- Symplicity (Knight Career Network) is the online platform available to employers to post full-time, internship, and part-time positions as well as coordinate recruiting events.

- Employer accounts and job postings will be approved within 2 business days barring weekends and holidays.
- Employers and campus departments who email or fax any jobs to the office will be directed to Knight Career Network for their posting (see prohibited recruiting practices section).
- Positions that offer a commission only compensation structure must disclose that in the posting for approval.
- Third-party recruiters may post positions within the system only if the name, location and timeframe of the employment site is disclosed in the position.
- All service or volunteer opportunities can be directed to the Office of Service Learning and Community Engagement by contacting Megan Camp at [campm@neumann.edu](mailto:campm@neumann.edu)

## INTERNSHIPS

- The internship experience must have a learning and supervision component that provides for applying the knowledge gained in the classroom. It must not exist simply to advance the operations of the employer, nor should it be work that a regular employee would routinely perform.
- To be eligible for credit, the internship must be a 150-hour experience related to the student's major or field of interest. Students take a course with their internship experience. These opportunities must be approved by the Center for Career and Professional Development and/or the relevant academic unit.
- The experience must have a start and an end date, along with desired qualifications. We encourage employers, particularly those in the private sector, to pay interns whenever possible. Paid internships offer attract a larger, more diverse, and a more qualified pool of candidates.
- All of the internship criteria apply to virtual internships as well.
- Private sector employers should also be familiar with the [U.S. Department of Labor guidelines](#) for legally offering unpaid internships.

## **PROHIBITED RECRUITING PRACTICES:**

- Full time positions that do not require a bachelor's degree or those requiring majors outside of those offered at Neumann University.
- Employer accounts that do not have complete profile information will not be granted approval.
- Any position that would employ students by a private individual (e.g., babysitter, caretaker, lawncare for a private residence etc.) or in an individual's home.
- Any position promoting an organization's products or services to other Neumann students.
- Any position in violation of Neuman University's Franciscan mission, vision and values.
- Any business or organization run by a current student (must have a non-student and/or a non-intern supervisor).
- Positions that involve prospective employees to purchase products, services or a fee upfront.
- Graduate schools recruiting for programs online or on campus for which there is a comparable [Neumann graduate program](#).
- Any employer or posting with a non-U.S. based address.