

Ball State University Career Center Recruiting Policies

To help you understand the parameters in which we work with our employers, we have outlined our policies here. Please contact us with questions or concerns.

The Ball State University Career Center applied the NACE Principle for Professional Practice in determining how to effectively work with our customers. Please refer to <http://www.naceweb.org/principles/> for more information.

Employers recruiting on-campus will be expected to maintain Equal Employment Opportunity compliance and follow affirmative action principles in recruitment activities. Employers should consider all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request.

We reserve the right to deny access to recruiting services to any employer at any time.

Anticipated Vacancies

Position postings must represent current vacancies within the employer's organization; "anticipated" vacancies will not be approved.

Campus Representative

Ball State University has a stringent "no solicitation" policy for our campus. As such, the Career Center will not work to post positions for campus representatives or other positions where students are encouraged/required to market/sell items, programs or services to other campus entities (e.g., department offices) or members (e.g., other students, faculty, staff). Contact the Office of Business Affairs for more information about this policy. 765-285-1033.

Commission-only positions (current students and alumni)

Employers offering employment must pay a base salary equal to or greater than the federal minimum wage and comply with federal, state and local regulations.

Current students -- It is the practice of the Career Center to not post commission-only positions for current students.

Alumni or soon-to-be-graduates – the Career Center will post commission-only positions for graduating seniors or alumni.

Independent Contractors / Entrepreneurial opportunities

The Career Center will not post positions or host recruiting for companies who require candidates to pay fees for or rent training, sales kits, equipment or other material before or at the end of their contract. This also includes companies where candidates would be required to make an initial financial investment to be hired. Also see Network Marketing below.

Internships, Paid versus Unpaid

Currently we post both paid and unpaid internship opportunities. The Ball State Career Center highly recommends that employers seeking to post unpaid internships on Cardinal Career Link reconsider the option of paid internships for the following reasons:

1. Students will have the right under the law to provide essential services, can work in a position where someone is normally paid wages, or work in a position that has historically been paid (former paid internships), or in positions where other people are currently paid for the same or similar work.
2. Employers can offer minimum wage, stipends, tuition reimbursement, mileage, housing or any combination of compensation for internship work. Paid interns are considered employees of the hiring organization according to the Fair Labor Standards Act (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>) and the NACE Position Statement on U.S. internships (<http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx>).

This policy is subject to change at any time given the legal and ethical implications of this type of opportunity.

Mystery Shopper

In the spirit of the Independent Contractor policy, we cannot work with companies who are hiring candidates to work as a secret shopper or mystery shopper, where candidates set their own schedules and operate independently.

Network Marketing / Multilevel opportunities

The Career Center does not post positions or allow recruiting for opportunities that have pay structures based on recruiting additional staff into the organization or where the pay or commission structure is based on fees from other employees or a percentage of sales generated by other employees.

One-Time Paid or Unpaid Opportunities

The Career Center typically will not post one-time paid or unpaid opportunities except in very unique situations and then only by our discretion. Criteria for decision will include, but not be limited to, the potential of this opportunity providing the possibility for on-going part-time, internship, or full-time hiring. It may also depend on the type of work required and the structure of the organization hiring the employee.

Personal Services

The Career Center does not post positions or assist in recruiting candidates for personal services positions. This includes, but is not limited to,

- Babysitter
- Nanny
- Tutor
- Individual hiring home health or personal assistant to care for personal errands or daily needs
- Positions where an employee would work out of someone else's home, apartment, or dwelling

Employers seeking to post these types of positions may consider using advertising with the *Daily News*, Ball State University's student newspaper. 765-285-8256

Teach Abroad

We review postings and recruiting requests from companies hiring candidates to teach English as a Second Language (TESL) or English as a Foreign Language (TEFL). Employers recruiting for work outside of the United States are expected to adhere to the equal employment opportunity (EEO) policy and U.S. labor law policies of the career services office. They will advise the career services office and the students of the realities of working in that country and of any cultural and employment law differences. Job postings should

- Pay a least minimum wage (this may include housing stipend or living expenses that are including in the compensation package for the teaching opportunity)
- List salary in US Dollars (USD)
- Not require candidates to pay visa fees
- Clarify the population with which the candidate will be working (e.g., children, college-aged students, adults)
- Preferred: company is willing to provide air transportation to/from teaching site or reimbursement of travel expenses

Third Party / Outsourced HR / Staffing Firms / HR Consultants / Search Firms / Temporary Agencies

Third party employment services (TPES) include general employment agencies, executive or management search firms, specialized recruiting agencies, outsource agencies, résumé databases or clearinghouses, outplacement firms, recruiting consortia, and other third parties that recruit candidates for employment opportunities other than for their own organization's needs. Contract agencies and temporary services are also included in Ball State's definition of third parties.

1. Third-party recruiters who are hiring for positions within their own organization may be granted on-campus recruiting privileges (excluding online résumé search).
2. Third-party recruiters who are hiring for positions outside of their own organization may have
 - a. Temp to Hire – these positions are working and paid by your organization with the possibility of being hired by their temporary site
 - i. You will make every effort to place *qualified* employees with other positions if their temporary placement decides not to hire them
 - b. Direct Hire (client name withheld) / Permanent Placement -- positions will be posted provided you disclose the name of the client and job location within the job description or to the Career Center staff upon request. The Career Center reserves the right to verify this information. Confidentiality will be maintained with this information.
 - i. This text should be included in your job posting for these kinds of positions: “COMPANY NAME is currently serving a local company in meeting their hiring needs for a full-time, permanent hire within the client’s company. Due to contractual obligations, COMPANY NAME cannot give the name of the company in this job posting but will reveal it once you become a candidate for the position by responding to this job posting.”
 - c. Contract – these are positions which work for your organization but typically are assigned to one of your client companies and work either on-site or remotely. We can post these positions since they are your employees without knowing where they would be placed.
3. By participating in these services, organizations agree that they will adhere to the EEO standards in all recruiting activities.
 - a. No fee will be charged to any candidate at any time
 - b. Organizations will not disclose student information under any circumstances to other entities without student’s prior written consent.

Work from Home Opportunities

The Career Center typically will not post work from home opportunities except in very unique situations and then only by our discretion. Criteria for decision will include, but not be limited to, the potential of this opportunity providing the possibility for on-going part-time, internship, or full-time hiring. It may also depend on the type of work required and the structure of the organization hiring the employee (e.g., working remotely with company-supplied equipment instead of the employee providing all their own equipment as in the case of an independent contractor).

For more information or clarification, please contact the Career Center at 765-285-1522 during regular business hours, Monday through Friday.