

OWU Career Services' Employer Recruiting Policies

The OWU Career and Graduate School fair is designed to provide a venue for sharing employment and graduate school information only. It is not intended for recruiting other businesses or for selling products and/or services. Career fair participation is subject to approval by the Office of Career Services. We reserve the right to refuse service and participation in campus recruiting events for factors such as the following:

- Providing fraudulent information and/or misrepresentation of positions or company information through dissemination of dishonest information or absence of information to the Office of Career Services or to students
- Receipt from students of complaints of improper or illegal recruiting or employment practices, harassment of OWU students, alumni, or staff
- Breach of confidentiality of student information without prior written consent of the student
- Requiring, at the time of application, personal information such as bank and social security numbers or photo of the applicants
- Positions not likely of interest to college students or alumni
- Requiring students to pay personal funding to obtain the position
- Failure to adhere to Career Services' policies and/or any violation of OWU equal opportunity regulations and rules, and local, state, or federal laws
- Failure to accurately describe the responsibilities and requirements of the employment opportunity in all publicity, including publicity for employer information sessions.

Companies or organizations that hire independent contractors or do not provide a W-2 may use the following limited services:

- Scheduling a room for a presentation once a semester
- Scheduling an information table once a semester

Career Services does not provide services, rooms, scheduling, or sponsorship if:

- The employment opportunity involves on-campus solicitation of the company's products, posting of company's materials, or sale/distribution of products and services
- The organization is sponsoring an individual to establish his/her own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses
- The organization requires an initial payment or investment - with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited

to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, samples, or presentation supplies

- The organization fails, for any reason, to provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements
- The organization fails to submit payment/documentation of payment for any Career Services event or program

Services Provided to Third Party Agencies

Third party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs. Third party recruiters using OWU Career Services are expected to follow the same policies and procedures established for recruiters representing their own organization. In addition, third party recruiters are expected to adhere to several specific practices to ensure open and accurate communication with OWU students.

Career Services will provide assistance to third party agencies only when a third party recruiter meets the following conditions:

- Meets the NACE and EEO policies and laws described above
- Charges no fees to the candidate
- Reveals to Career Services the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permits the career center to verify this information by contacting the named client
- Provides a position description to Career Services for valid openings.

Third party recruiters are allowed to interview on campus or participate in career fairs when the above conditions are met. Career Services may require the name of the employer being represented to be identified on all announcements.