



## Guidelines for Job Posting and On-Campus Recruiting

Georgia Gwinnett College [Career Development and Advising Center \(CDAC\)](#) adheres to the [NACE Principles for Professional Practice for Career Services and Employment Professionals](#) and expects employers to do the same.

Career Development and Advising Center staff are committed to ensuring your recruitment experiences with GGC students and alumni are positive. Employers are expected to maintain a positive and collaborative working relationship with all CDAC staff. This includes cooperation with our policies and procedures, providing hiring data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA).

CDAC allows employers to post information about current job and internship listings.

CDAC reserves the right to decline requests that are deemed inappropriate or predatory.

### Service Guidelines

- CDAC reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice.
- Contact person must have a professional email address that is affiliated with the employer's (no personal emails such as Yahoo, Gmail, Hotmail, etc. will be accepted).
- CDAC does not select candidates for employers or recommend one student/alumnus over another.

### Job Postings

#### Posting Positions

Posting will remain for the designated timeframe employers have set in ClawLink, powered by Handshake. Once the posting expires, it is the responsibility of the employer to repost it.

CDAC will not post a position if:

- The employment opportunity involves on-campus solicitation or on-campus sales.
- The job seeker is required to purchase, rent or obtain any type of sales kit or presentation supplies.
- The job seeker is not a direct employee of the organizations, including direct marketing and multi-level marketing.
- Job postings or emails must contain sufficient detail to convey clearly to the job seeker the nature and basic requirements of the job opportunity, as well as application instructions.
- Job postings or email communications may not contain anything that is sexually explicit,

obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.

- The job seeker is required to obtain a personal or corporate line of credit.
- The employment or internship opportunity is contingent upon the job seeker paying a fee for employment or placement services.
- The posting is for a part-time commission-only positions other than in-store retail.
- The position is for a home-based business.
- There is not enough information provided in the position to verify that the organization is an established company.
- The posting is for advertisement for competitions or contests.

CDAC asks that employers:

- Maintain confidentiality of student information, regardless of source, including job board database (ClawLink, powered by Handshake).
- Comply with NACE Principles of Professional Practice.
- Comply with EEO and Affirmative Action principles in recruiting activities.

### **Internships**

CDAC will post internship opportunities that:

- Consist of structured learning experiences with outlined responsibilities, regular supervision and evaluation process.
- Responsibilities relate directly to the students' major or career interest.
- Paid internships must adhere to the guidelines for Posting Positions above.
- Unpaid Internships must adhere to the U.S. Department of Labor guidelines as presented in Fact Sheet #71: Internship Program Under the Fair Labor Standards Act and/or the at National Council of Nonprofits.
- Are coordinated through GGC Internship Coordinator, Kay Everett ([keverett@ggc.edu](mailto:keverett@ggc.edu)) and the appropriate program faculty member(s), if academic credit is offered.
- Companies who want to post internships must be willing to complete college paperwork for students wishing to earn academic credit from their respective academic departments.
- If your organization offers an internship or volunteer program that requires program fees, you must disclose these fees in your job posting. You cannot promise students academic credit. We typically do not post information on internship placement agencies.

### **Third Party Recruiters**

Third party recruiters are allowed to post positions, if the agency agrees to:

- Provide CDAC staff, if requested, the contact information for the organization for which the third party is providing recruiting services. We will respect the confidentiality of this information and not publish it in any manner.
- State that it is recruiting for a third party.
- State that it will not charge any fees to students or alumni.
- Not disclose job seeker's information to other employers/organizations without obtaining prior written consent from the job seeker.

## On-Campus Recruiting

### Interviewing

- CDAC will provide scheduling support and interview requests for recruiters via ClawLink, powered by Handshake. All requests must be made through ClawLink, powered by Handshake. If you require assistance in making these requests, please contact our office.
- For CDAC to promote your on-campus interview, we must have a completed request for your event through ClawLink, powered by Handshake at least two-weeks in advance, including a specific interview schedule and detailed job description that includes job duties, company description and qualifications.
- Employers may only interview students and alumni of Georgia Gwinnett College. If employers wish to interview other individuals, other arrangements off Georgia Gwinnett College property should be made by the employer.
- Cancellation and No-show for Employers: if it is necessary to cancel an interview or career fair reservation, please do so as far in advance as possible. Space is in high demand, and your early cancellation will allow CDAC to re-assign resources.

### Career Fair

CDAC offers one career fair a year and other programs and events.

- Eligible employers are those that offer full-time, internship and some summer experience.
- Career fairs are designed to provide a venue for sharing employment information only. They are not intended for recruiting other businesses or for selling products and/or services.
- Career fair participants who do not comply with the Career Development and Advising Center guidelines may be asked to leave the event and may be denied future registration.

Georgia Gwinnett College shall not be responsible to anyone who posts, accesses, or uses the job board ([ClawLink, powered by Handshake](#)) for any direct/indirect harm, damage or loss incurred in connection with such use. Georgia Gwinnett College does not claim any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer or any potential employment situation. By using the online system to post, retrieve information or engage in employment activities, the user agrees to the above terms and disclaimer of Georgia Gwinnett College liability. CDAC reserves the right to refuse recruitment privileges to any company whose policies and/or services do not match the educational values and mission of Georgia Gwinnett College.