

Azusa Pacific University, Azusa, CA – December 18, 2013

Office of Career Services – EMPLOYER RECRUITMENT GUIDELINES & POLICIES, and other important information for employers/recruiters dealing with the APU Office of Career Services, Students, and Alumni

(For additional written information please see the Azusa Pacific University Office of Career Services' Privacy and Usage Policies available at www.apu.edu/careerservices.)

GENERAL GUIDELINES & POLICIES / MISSION STATEMENT / GENERAL EMPLOYER REQUIREMENTS FOR MOST POSITIONS OR TO POST POSITIONS / NONCOMPLIANCE WITH STATE AND FEDERAL LAWS AND APU EDUCATION GOALS / INCOME INFORMATION/SALARY/COMMISSION SALES / STUDENT & ALUMNI CONFIDENTIALITY / EMPLOYER CODES OF CONDUCT / OTHER POLICIES / NON-REFUNDABLE FEES – Employer/Recruiter – Fees, costs, registration, etc. / THIRD PARTY EMPLOYMENT AGENCIES OR RECRUITERS / FEES TO STUDENTS / ALCOHOL / DISCRIMINATION AND HARASSMENT / COMMISSION-BASED SALES POSITIONS / NETWORK MARKETING / RESERVE THE RIGHT

GENERAL GUIDELINES & POLICIES:

The Azusa Pacific University (APU) Office of Career Services seeks to partner with local, national, and international employers to maximize their recruiting efforts and results, and to assist our students and alumni in making informed and meaningful career decisions. We promote opportunities that assist our students and alumni in gaining exposure to their life-calling, career industries, or any vocational aspect of their future.

MISSION STATEMENT: *The Office of Career Services exists to educate and assist our students and alumni in the development of career decision-making and professional skills through a Christian worldview. We equip our students and alumni through career counseling, programs, office and online resources, and by developing and maintaining partnerships with employers, graduate schools, campus academic departments and administrative offices.*

Azusa Pacific University welcomes employers and offers them the opportunity to recruit on campus, post jobs and internships, conduct information sessions, and participate in APU Career Services recruiting events if the company/organization represented understands and abides with the following guidelines.

The Azusa Pacific University Office of Career Services assists employers looking for qualified candidates for paid internships, for full-time salaried and part-time positions. As a Christian, comprehensive, four-year liberal arts institution of higher education, APU does not promote or post positions for establishments such as casinos, bars, and nightclubs. The Office of Career Services reserves the right to promote positions and employers that best meet APU's student population and needs.

GENERAL EMPLOYER REQUIREMENTS FOR MOST POSITIONS OR TO POST POSITIONS INCLUDE:

- The posting includes a designation of degree, stated clearly, if a necessary qualification.
- The posting must clearly state the salary or range of salary, if a compensated position.
- The posting must explain the qualifications, general areas of expertise and experience needed to qualify for the position.
- All steps for the application process must also be stated, giving necessary contact information.

NONCOMPLIANCE WITH STATE AND FEDERAL LAWS AND APU EDUCATION GOALS

APU Reserves the right to refuse usage of the Office of Career Services facilities and services to any employer or organization not in compliance with state and federal law pertaining to Equal Employment Opportunity. Equal Employment Opportunity extends to all aspects of the employment relationship including hiring, recruiting, interviewing, selection, transfer, promotion, training, working conditions, compensation, benefits, and other terms and conditions of employment.

In addition, APU maintains the right to refuse usage of its Career Services' facilities and services to any employer or organization whose policies or goals are determined to be in conflict with the ideals, principles, and practices of the University as a Christian institution of higher learning. Job listings ineligible for posting on APU's job database called APU CAREER NETWORK include the following:

- Job listings for positions that promote alcohol, tobacco use, or gambling;
- Job listings for positions that promote pornography or display of sexually suggestive material;
- Job listings for positions that promote sexual activity outside the context of a marriage covenant between a man and a woman;
- Job listings that risk placing applicants in an immoral, unethical, or potentially dangerous situation;
- Job listings that contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, hateful; or
- Any other job listings the University deems to be inconsistent with the University's ideals, principles, and traditions.

APU assumes no responsibility or liability for an employer's hiring practices, workplace facilities, or employment conditions. In using APU's Career Services' facilities and services, employers agree not to hold APU responsible for any claims, damages, or losses incurred by the applicant, employer, or any other party as a result of the employer's use of APU's Career Services' facilities and services.

The Office of Career Services at Azusa Pacific University is committed to maintaining the privacy of personal information collected primarily through APU CAREER NETWORK. Personal information collected and maintained by the APU Office of Career Services is used in the provision of services to our clients, as well as to inform them of services and programs that may be of interest. As such, this collected information is accessible only to APU Office of Career Services staff. The personal information we collect may also be used to construct aggregate reports that assist us in program planning and for statistical reports. Any personal information collected from clients in the provisions of services is shared with parties outside of APU Office of Career Services in compliance with relevant privacy laws.

APU Office of Career Services' collection and access to students' personal information is governed by federal law, including the Federal Family Educational Rights and Privacy Act (FERPA), as well as, Azusa Pacific University privacy policies.

Information collected on APU Career Network or through the APU Career Services website will not be sold, transmitted, or disclosed to any other organization. APU is not liable, however, for confidentiality breach that is beyond their reasonable control.

INCOME INFORMATION/SALARY/COMMISSION SALES

APU Career Services requires that all job postings on APU CAREER NETWORK must define the salary compensation clearly. If your position is compensated solely by commission, APU Career Services requires a clearly

stated, realistic expectation of the range of anticipated income for new incoming recruits in their first year. APU Career Services also requires that any training or licensing fees be clearly stated and training expectations and procedures are stated within the job description. Please also state if the position provides a draw, or other financial aids to help with the first few months/years at your company. All salary compensation must show a range of salary, may be defined as “commission based,” but must indicate more than “DOE” (depends on experience). A range of salary must be shown for all APU CAREER NETWORK users to see.

STUDENT & ALUMNI CONFIDENTIALITY

Recruiters will maintain the confidentiality of student & alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student or alumni information to another organization without the prior written consent of the student or alumni, unless necessitated by health and/or safety considerations. APU Career Services will also protect the confidentiality of students or alumni and will not release resumes or information to employers without the student’s or alum’s consent.

EMPLOYER CODES OF CONDUCT

The Azusa Pacific University Office of Career Services adheres to the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals. We ask employers/recruiters to maintain a positive, collaborative, working relationship with Career Services staff. This includes meeting deadlines for on-campus interview visits, providing information and data requested to promote a position, providing new hire data and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA).

OTHER POLICIES

The final approval for organizations to utilize Career Services’ resources and/or to recruit APU students is dependent upon the authorization of the Director of Career Service and the Associate Dean of Students. APU Career Services expects employers to abide by NACE’s Principles for Professional Conduct for Career Services and Employment Professionals. (<http://www.nacweb.org/principles/>)

NON-REFUNDABLE FEES – Employer/Recruiter – Fees, costs, registration, etc.

All fees for registration may be sent to:

Azusa Pacific University – Office of Career Services
PO Box 7000, (Physical address: 901 E. Foothill Blvd)
Azusa, CA 91702-7000
626.815.2103

The Office of Career Services at Azusa Pacific University hosts various fairs, events, and other activities deemed necessary for student career development, as well as opportunities for employers to attend on-campus events for the purposes of recruiting our students and alumni for various positions, as well as welcoming employers to make our students and alumni aware of their organizations. For employers or recruiters there may be registration fees. These various fees are **non-refundable**, required **before** participation in said event or activity, and will be due and payable upon registration for said career services event or activity. Our policy states that these fees are **non-refundable** once a registration form is filled out, completed, and electronically submitted. Even if the employer/recruiter is not able to attend the event, the paid registration fee is **non-refundable**.

THIRD PARTY EMPLOYMENT AGENCIES OR RECRUITERS

APU Career Services allows third party recruiters to post positions on APU CAREER NETWORK. However, in order for us to approve this job posting, and to help ensure the employment opportunity is aligned and within our Employer Recruiting Guidelines, third party recruiters are asked to provide the client information for each position for which they are recruiting. This information will be kept confidential and only available to APU Career Services staff. Students, alumni, and other users will be unable to see the prospective employer's information unless the recruiter desires to disclose their information.

Information needed includes: Company Name, Company Address, Company Phone, and Company Contact Email.

Representatives may recruit or post opportunities through APU Career Services under the following conditions:

- No fee is charged to the student or applicant.
- The name of the hiring company is released to APU Career Services staff (only) and is approved by the staff.
- The hiring company is an Equal Opportunity Employer.

FEES TO STUDENTS

APU will not grant campus recruiting privileges or online recruiting access to organizations which charge a fee (e.g., certification or licensing fee, equipment purchase, initial investment in the company, etc.) to students or applicants.

ALCOHOL

Alcohol is prohibited on-campus and off-campus during the recruiting process. Azusa Pacific University abides by the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals which states, "Serving alcohol should not be part of the recruitment process."

DISCRIMINATION AND HARASSMENT

We seek to introduce our students to working and learning environments that are free from discrimination and sexual harassment. If students complain about a recruiter or employer's actions on or off campus, we will seek appropriate investigation of the incident. Azusa Pacific University reserves the right to require employers to follow Equal Employment Opportunity (EEO) practices as outlined by the government.

COMMISSION-BASED SALES POSITIONS

Employers offering positions that are 100% commission can offer these positions under the following conditions:

- The position does not require payment upfront or an investment on the part of the student or alumni.
- The compensation structure is clearly disclosed in the position description.
- Ranges of salary compensation may be used to disclose a probable range of salaries.
- All positions are pre-approved and reviewed by Career Services before posting viewable positions and before promoting it to students.

NETWORK MARKETING

APU Career Services does not work with network marketing organizations, nor approve of their recruitment on APU's campus, nor approve their job announcements on APU CAREER NETWORK. Network marketing is a marketing strategy in which the sales force is compensated not only for sales they personally generate, but also for

the sales of others they recruit, creating a down line of distributors and a hierarchy of multiple levels of compensation. Other terms for Network Marketing include multi-level marketing (MLM), pyramid selling, and referral marketing. We reserve the right to prevent any organization from recruiting at APU based on the aforementioned criteria. Websites found to help identify these organizations or provide information to refer to:

- The Federal Trade Commission has several articles of helpful information: <http://www.ftc.gov/public-statements/1998/05/pyramid-schemes> and <http://business.ftc.gov/documents/inv08-bottom-line-about-multi-level-marketing-plans>
- Other website to use for information and helpful resources include –
http://www.sec.gov/investor/alerts/ia_pyramid.htm#.U5oN1ighN8E
<http://pyramidschemealert.org/>

The rationale for this stance is to maintain a comfortable working environment for APU staff, faculty, students and Alumni where no one feels pressured to participate in external business programs.

RESERVE THE RIGHT

The Azusa Pacific University Office of Career Services reserves the right to maintain or discontinue an employer relationship, decide the appropriateness of a position, and monitor an organization's representatives and hiring practices. Employers who are unable to comply with these general policies should utilize other recruiting resources. If an employer is found to be in violation of these policies, all recruiting privileges will be revoked.