



Recruiting Guidelines

Thank you for your interest in recruiting Christopher Newport University students and alumni! The staff in the Center for Career Planning looks forward to partnering with you to learn more about your organization and recruiting needs. We coordinate career fairs, information sessions/tables, position postings, campus interviews, etc. to help you connect with students and are happy to work with you to customize a branding and recruiting plan to best fit your needs. Contact us today at 757-594-8887.

For Employer & Graduate School Recruiters:

Non-Discrimination Policy

The Center for Career Planning welcomes all Equal Opportunity employers. Christopher Newport University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law. Therefore, the Center for Career Planning does not make its interviewing facilities or job listing services available to employers who unlawfully discriminate against or harass candidates in the hiring process in violation of our policy.

National Association of Colleges & Employers

Employers and graduate schools who recruit at Christopher Newport University must adhere to the [Principles for Ethical Professional Practice](#) set by the National Association of Colleges & Employers (NACE).

We also recommend recruiters follow NACE's [Professional Standards for University Relations & Recruiting](#).

Department of Justice: Work Authorization

The U.S. Department of Justice requires employers, recruiters, and others posting employment opportunities to comply with all applicable equal employment opportunity laws, including the anti-discrimination provision of the Immigration and Naturalization Act. More information can be found at the [Department of Justice website](#). Namely, the U.S.

Department of Justice prohibits:

- *Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.*
- *Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or natural origin.*

Employer Approval Guidelines

- Employer representatives/contacts should provide a physical address, phone number, web address, and company/organization domain email address on their Handshake profile. Please do not use public provider email addresses such as Yahoo, Gmail, etc.
- Organizations must have a comprehensive website to aid in candidates' research.

The Center for Career Planning reserves the right to decline any company/organization we believe is not a fit for our students/alumni.

Posting Guidelines

- For *remote/work from home/freelance opportunities*, please describe how you will train, supervise, evaluate and provide guidance/mentorship to the hired candidate
- For *international opportunities*, please convert any currency designations to U.S. dollars
- All *commission positions* must have a base salary equivalent to minimum wage or higher
- All *contract/1099 positions* must be identified as such in the position posting
- For positions which require *fees, upfront costs or fundraising of individual salary*, these specific parameters must be clearly noted in the position description

The following types of positions are **prohibited**:

- Solicitation of/hiring students to sell or promote an organization's products or services to other students; pyramid or multi-level type of networking structure requiring recruitment of others to sell products and services
- All positions that would employ students by a private individual and/or in a private home (i.e. babysitter, editor of a book, tutor, caretaker, interior designer for your home, etc.)
- Campus brand manager, ambassador, marketer positions

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Third Party/Staffing Agencies

All Third Party/Staffing Agencies as defined by the National Association of Colleges & Employers (NACE) must:

- Follow the [NACE Third-Party Recruiting Policy](#).
- Identify themselves as a third-party/staffing agency in the position posting.
- Be willing to disclose the client connected to the posting if contacted by the Center for Career Planning.
- Operate in accordance with the Family Educational Rights & Privacy Act (FERPA) and not release any candidate information to clients other than the information connected to the position posting.
- Not charge any fees to students in exchange for services.
- Only attend career fairs and other campus events if recruiting for internal positions.

Internships

In addition to the recruiting guidelines above, there are additional requirements for positions to be approved as internships. All internship postings should meet both the [NACE internship experience guidelines](#) and the [Department of Labor Fair Labor Standards Act](#). Key points of these guidelines include:

- Supervision by a professional who will guide the intern and provide regular feedback to the intern.
- It is a learning experience that applies classroom knowledge to a professional environment.
- **The intern is the primary beneficiary.**

Please write internship position descriptions to include as many details as possible. Descriptions should include: expectations of interns, typical work tasks or projects interns will complete, how the intern will be supervised and mentored, when the experience will take place (i.e. Fall, Spring, Summer) and for how many days, weeks, or months the intern will work.

Posting Unpaid Internships

We encourage employers to pay interns. Paying interns is important for several reasons. Paid internships will result in a larger and more diverse pool of applicants. If the student is receiving credit for their experience, they will need to pay tuition. In addition, students may need to leave paying jobs to participate in an internship experience. If you are unable to pay an hourly rate, please consider a stipend.

Career Fair

Cancellation & Payment Policies

- Payment is due within 30 days of registration or on the event date (whichever date occurs sooner).
- Cancellation deadlines for refunds will be set and communicated to registrants for all events and should be followed.
- No refund will be issued for cancellations received after the cancellation deadline. If the event is cancelled by Christopher Newport University due to weather or unforeseen circumstances, a credit will be granted or a full refund will be issued.
- Registration constitutes due payment; in the event of a no-show, the organization/party is still responsible for the full amount on the invoice, and refunds will not be issued once the cancellation deadline has passed.

If an organization/graduate program registers for and attends an event without payment, the Center for Career Planning will change the organization's/graduate program's Handshake account to "declined". This will delay any postings as well as any future event registrations until payment is received.

Alcohol

The Center for Career Planning does not allow alcohol as any part of the on-campus recruiting process. If recruiting activities include alcohol, the organization will no longer be permitted to recruit at CNU.

Offers

The Center for Career Planning encourages all students to accept a position offer in good faith with every intention of honoring that commitment. We also educate students on handling offers and possible repercussions if they renege after accepting an offer.

Please do not use Exploding/Time-Limited (less than 48 hours) offers as this does not allow appropriate time for the candidates to decide whether they accept or decline an offer and imposes undue pressure on candidates.