Shenandoah University Career Services Office welcomes the opportunity to partner with employers in order to provide students and alumni with jobs and internships. All employment professionals participating in the Shenandoah University Career Services recruiting program are required to work within a framework of professionally accepted recruiting, interviewing and selection techniques consistent with National Association of Colleges and Employers (NACE) Principles for Professional Practice (http://www.naceweb.org/principles/).

Third Party Recruiter
Third-party recruiters, as defined by NACE, are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. Career Services does not investigate, endorse, or recommend any third-party employment services.

Third party recruiters who are hiring for positions within their own organization may participate in annual job, internship, and networking fair and in the campus recruiting program.

Third party recruiters who are hiring for positions outside their own organization may post a position on SU College Central Network. The Career Services Office will approve these jobs prior to posting and will reserve the right to request and verify the identity of the clients being represented.

By participating in these services, organizations agree that they will adhere to EEO standards in all recruiting activities, that no fee will be charged to any candidate at any time, and that organizations will not disclose student information under any circumstances to other entities without the student's prior written consent.
CAREER SERVICES
EMPLOYER POLICY

Multi-Level Marketing
Multi-level marketing (also known as network marketing organizations, tier group companies, pyramid companies, etc.) are not considered “employers” by Career Services and are not eligible to participate in any recruiting services, including attendance at annual job, internship, and networking fair. Multi-level marketing organizations are those that engage in one or more of the following practices:

- Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business;
- Requirement of an initial investment from individuals, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit or presentation supplies regardless of if the fee is “refundable”
- Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others
- The employment opportunity involves on-campus solicitation
- The work assignment interferes with or negatively affects the academic progress of the students, or requires or encourages a student to discontinue his or her academic program of study.

Equal Employment Opportunity (EEO) & Non Discrimination
Employment professionals recruiting on campus and posting jobs on SU College Central Network will be expected to maintain Equal Employment Opportunity compliance and follow affirmative action principles in recruitment activities. It is the policy of Shenandoah University and Career Services that each candidate be considered solely on the basis of qualifications, without regard to race, color, creed, religion, national origin, age, gender, sexual orientation, gender identity, genetic information, marital status, political belief or affiliation, disability, veteran status or any other bias prohibited by applicable law.

Reserve the Right
SU Career Services reserves the right to discontinue the partnership with employers and will not grant access to students and the campus community if the employer fails to adhere to university policies and/or any violation of federal state and local laws.

Shenandoah University is committed to complying with all federal, state and local laws on matters of discrimination, and the university maintains an environment that is free from harassment or discrimination on the basis of sex, color, religion, national or ethnic origin, age, physical or mental disability and sexual orientation.