

## General Job Posting/Recruiting Policies:

The Lock Haven University Center for Career & Professional Development ascribes to the Principles for Professional Practice, set forth by the National Association of Colleges & Employers (NACE), and expects employers to review and honor the Principles for Employment Professionals, available at [www.naceweb.org/Principles](http://www.naceweb.org/Principles).

Employers seeking candidates for eligible jobs and internships may formally recruit Lock Haven University students and alumni through [LHU Career Connection](#) listings, career fairs, on-campus interviews, information sessions, information tables, class presentations, and networking receptions; however, the Center for Career & Professional Development reserves the right to deny access to recruiting services at any time. Employers may only use campus facilities reserved by The Center for Career & Professional Development on the organization's behalf, for the purpose of recruiting Lock Haven University students and alumni. While employers will be accommodated to the best of our ability, The Center for Career & Professional Development does not guarantee room availability, audience attendance, or classroom visitation opportunities. Please note that employer recruitment activities are typically suspended during the weekends, summers, or during other major events on campus. Recruiters may not enter classrooms to hand out materials or present without prior approval from the professor of the class they wish to enter.

The Center for Career & Professional Development serves only as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Students and alumni are urged to perform due diligence in researching employers and openings prior to entering into any contractual agreements.

Accordingly, Symplicity and Lock Haven University expressly disclaim any liability in connection with any potential or actual employment which results from any applicant's response to any posted opportunity. The Center for Career & Professional Development staff members are available for consultation on how to research prospective employers.

If an organization does not intend to provide compensation for internships, it is recommended that the organization familiarize itself with the [Fair Labor Standards Act as it relates to Internship Programs](#).

## Nondiscrimination/Equal Opportunity Employer (EOE)/Affirmative Action Compliance:

Lock Haven University is committed to assuring equal opportunity to all persons regardless of race, color, religion, disability, national origin, sex or age, in accordance with State and Federal laws including titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title I of the Americans with Disabilities Act of 1990.

Employers wishing to recruit from Lock Haven University must comply with EOE and Affirmative Action hiring law and policies, and attest thereto.

## Third-Party Recruiting:

Third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own staffing needs. Employers who act as third-party recruiters (staffing agencies, contractors) and charge an applicant fee to initiate the hiring process, or as a condition of employment, will be denied access to the [LHU Career Connection](#). All other third-party recruiters may use the [LHU Career Connection](#) to post announcements regarding specific job or internship opportunities -- they are not authorized to conduct resume searches. Third-party recruiters should carefully review the National Association of Colleges and Employers (NACE) [Principles for Professional Practice for Third-Party Recruiters](#).

## Employers Requiring Up-front Fees (Entrepreneurial Investments):

Employers who require any entrepreneurial investment or up front fee to be paid by candidates must state the nature and amount of those fees in their job postings and all correspondence to candidates. One-time application fees or costs (e.g., housing or living expenses for special internship programs) must also be specified. Failure to include information about fees in communications with candidates and The Center for Career & Professional Development staff will result in the removal of recruiting permission at Lock Haven University. Employers and students involved in entrepreneurial pursuits must adhere to the [LHU No Solicitation Policies](#).

## Commission-Only Opportunities:

Employers with commission-only opportunities must explicitly state the nature of the compensation in their job posting and all correspondence with candidates.

Employers/Organizations that hire students to work on the Lock Haven University campus in a "student ambassador" or "campus representative" type of role should be aware of the following institutional policies that students must adhere to during the course of such employment:

- [Campus Technologies Acceptable Use Policy](#) states users should not "send excessive email/attachments or messages locally or over the network such as chain letters, advertisements, or solicitation."
- [No Solicitation Policies](#)

Students who violate Lock Haven University campus policies related to their role as a "campus representative" or "student ambassador" will be subject to possible disciplinary action. Employers/Organizations that require or encourage students to engage in practices that violate Lock Haven University campus policies will risk revocation of recruiting and job posting privileges.

## Foreign-Based Firms:

Employers that are foreign-based firms with no U.S. locations and third-party recruiters who represent foreign-based firms with no U.S. locations will not be eligible to use the LHU Career Connection immediately. Said companies and their representatives are asked to first establish a working relationship with a faculty member or administrator at Lock Haven University of Pennsylvania; the professional employee of Lock Haven University who agrees to vouch for the company may then contact the website administrator for further discussion. Alternatively, the employer may send the Lock Haven University Center for Career & Professional Development a minimum of two reference letters from two career services professionals representing different U.S. colleges or universities with whom the employer has worked on a personal basis.

## Website Content:

Lock Haven University and The Center for Career & Professional Development are not responsible or liable for the content, products, services, or other materials on or made available through the web links to other websites which are maintained by third parties. The opinions and views associated with the websites are not necessarily those of the University or The Center for Career & Professional Development.

## Rights Reserved:

Lock Haven University Center for Career & Professional Development reserves the right to investigate complaints by students or alumni about employers or jobs posted through The Center for Career & Professional Development. If it is determined that a complaint is justified, The Center for Career & Professional Development may choose to deny employer services to the employer involved and may choose to report the offending organization to appropriate agencies. The Center for Career & Professional Development will provide written notification to the employer should a situation warrant investigation.

This policy is subject to change without prior notice. All employers are still subject to the terms of this policy.

**For questions about these policies**, please contact the Lock Haven University Center for Career & Professional Development at 570-484- 2181 or [careerservices@lhup.edu](mailto:careerservices@lhup.edu). Lock Haven University Center for Career & Professional Development is a member-of-good-standing with the National Association of Colleges and Employers(NACE), the Pennsylvania Association of Colleges and Employers (PennACE), the Eastern Association of Colleges & Employers (EACE), the Pennsylvania State System of Higher Education Career Services Association (PASSHE CSA) and the North Central Pennsylvania College Consortium (NCPCC).

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