



Husson Career Services Employer Guidelines and Job Posting Policies

Husson University Career Services is a member of the National Association of Colleges and Employers (NACE) and closely follows the [Principles of Professional Practice](#) that NACE has developed. Our expectation is that employers working with our office will conform to these principles. Husson Career Services also recommends that employers read and follow [the Professional Standards for University Relations and Recruiting](#) by NACE. Husson University is committed to a policy of non-discrimination, equal opportunity, diversity and affirmative action and expects employers to comply with our policies.

Employer Eligibility

The Career Services Office serves employers looking to fill full-time permanent professional positions requiring a bachelor's degree or higher and internship opportunities that have significant, field related work experience for our students. We will also post part-time positions that we feel will help our students gain experience in a career related position. All of these positions are posted on our College Central Network electronic job board at www.collegecentral.com/husson.

Expectations of Employers:

- Provide clear, accurate and up-to-date information in all position postings and dealings with Husson students.
- All position postings must have full details, verifiable contact information, detailed descriptions, and application process articulated in the posting.
- Refrain from practices that improperly influence and affects job acceptances including time pressures, encouraging backing out of other offers, exploding offers, etc.)
- Honor all offers made to students and alumni. Withdrawing job offers violates professional standards and can have a negative impact on the student and on the employer brand with the University.
- Keep all student information confidential. Sharing student information with another organization is prohibited without the prior written consent of the student.
- All recruiting events will be kept professional and as such alcohol will not be served.
- Provide a fair and equitable recruiting and hiring process that includes timely communication of candidate status and hiring decisions.

Prohibited Job Postings

- Employers and individuals offering employment/entrepreneurial opportunities with compensation packages requiring prospective employees to pay start-up fees, purchase a franchise, products or services upfront.
- Employers/individuals offering employment/entrepreneurial opportunities based on a "pyramid" or "multi-level" type networking structure requiring/encouraging the recruitment of others who recruit others to sell product or services.
- In-home services at private residences such as tutoring, cleaning, yard work, painting, etc. In-home healthcare/personal care positions can be shared directly with the Nursing, Physical

Therapy, and Occupational Therapy programs but must have job descriptions. These positions will not be posted on College Central.

- Home-based businesses without a commercial location.
- Campus/Brand Ambassador Positions and similar roles that seek students to sell or market an organization or brand on campus are not considered full-time employment nor an academic internship. These can be posted as part-time opportunities.
- Job postings in the Cannabis industry cannot be posted due to the fact that Husson receives federal funding and cannabis is still illegal at the federal level.
- Internships that appear to be self-directed or without supervision.

Third-Party Recruiter Services

Husson University Career Services will work with Third-Party Recruiting Companies in the following ways:

- Third-party recruiters who are hiring for positions within their own organization and will be the employee's full-time employer may post these positions on our database.
- Third-party recruiters who are hiring for full-time permanent salaried positions requiring a bachelor's degree outside their organization may have positions posted provided they inform Career Services of the employer name. Career Services will keep this information confidential.
- Third party recruiters who directly charge candidates are prohibited to post jobs
- In accordance with the Family Educational Rights and Privacy Act, third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than recruiting purposes, nor can it be sold or provided to other entities.
- Follow EEO standards in the screening, recruiting and referring of qualified applicants without regard to any background/protected group.

Disclaimer

Husson University Career Services reserve the right to exclude any employer from recruiting activities and to edit, delete or refuse an employer profile or job posting at any time. The posting of an opportunity on our database should not be considered an endorsement of the organization or posting.

Our office makes every effort to research employers and employment opportunities that are posted to ensure the posting is legitimate. However, the responsibility of background screening of prospective employers and employees rests with the companies and students, as does the decision to extend or accept employment offers. Our office shall not accept responsibility or liability for the future actions of either the employer or the employee. We encourage all parties involved to utilize discretion and sound judgment prior to entering into an employment agreement.

Contact

Please reach out to James Westhoff, Director of Career Services with any questions at 207-992-4909 or westhoffj@husson.edu.