



CONVERSE
CENTER FOR CAREER DEVELOPMENT
EMPLOYER POLICY

INTRODUCTION & EXPECTATIONS

The Converse College Career Development office adheres to the NACE Principles for Professional Practice for Career Services and Employment Professionals and expects employers to do the same. [These principles are available on the National Association of Colleges and Employers website.](#)

Employers are expected to maintain a positive, collaborative working relationship with Converse staff and faculty. That includes cooperation with policies and procedures, meeting necessary deadlines to ensure smooth operation of on-campus interview visits, providing the job / company information and data requested, providing hire data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA). Employers that violate FERPA regulations will lose access to our services for five years, as stated in the regulations.

All employer representatives are expected to support our policies in all interactions with students. The Career Development team welcomes employer feedback and input on those policies at any time.

SERVICE GUIDELINES

- Converse College reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice or any Converse policy.
- Converse College reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if Converse College receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.
- Employers without an operational website cannot be served until there is a website operational. The Center for Career Development will review the employer's website for appropriateness. Employers should have an EID number prior to initiating any hiring.

- Converse College Career Development will not provide service to any employer requiring upfront payment of any kind or the purchase of products or work equipment/tools.
- In the event that a Converse College intern experiences any harassment or actual or potential harm at the workplace, the employer's recruiting privileges will be suspended pending a resolution of the situation.
- Photos or videos should not be used as part of the selection process. Exceptions will be made for use of video conference facilities on campus for those employers unable to conduct on-campus interviews.
- Social security numbers should not be used during the hiring process.
- Converse College not recommend or select candidates for employers.
- International employers must have an office in the United States to be approved to post job and internship opportunities on Handshake.
- Only third party recruiters which do not charge a fee to the candidate may post job and internship openings on Handshake. Converse will only collaborate with third party recruiters that have been carefully screened by Career Development.
- We do not allow any companies which charge a fee for a program or internship unless pre-approved by Career Development and our study travel director.
- Your account as an employer provides you a limited, terminable right to access and use the Converse Handshake site only for your internal business use to seek candidates for employment and scheduling interviews.

JOB POSTINGS

- Job postings must be actual, current openings for internships and/or traditional, W-2 or 1099 full-or part-time employees.
- Your job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.
- The Center for Career Development will review the employer's website and each job description for appropriateness.
- Intern employers should clearly specify the nature of any housing or relocation assistance in any posted job listings and interview information. The Career Development office reserves the right to insert alerts to students for employers that do not provide housing assistance to ensure that students are able to make informed decisions.
- Your job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.
- You may not use your job postings or e-mail to post advertisements or solicitations for employment in the pornography industry; the gambling industry, or post pyramid schemes.
- You may not use your job postings or e-mail to post false, inaccurate, or misleading information.

LEGAL NOTES FOR EMPLOYERS

The Family Education Rights and Privacy Act (FERPA) requires signed written consent from a student prior to the disclosure of personally identifiable information from education records by an educational institution. All students registered as job seekers are required to sign such a consent form so that this office can legally provide their information to potential employers.

Employers should know that redisclosure of student information is prohibited. In other words, employers who receive students' resumes and educational information may use it only for the original purpose for which disclosure was granted. Thus employers may not transmit (or redisclose) student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly rediscloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.

The Converse College Career Development office is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. We expect all employers to comply with U.S. and South Carolina employment laws and we recommend including an EEO statement with all job descriptions.