

PIEDMONT COLLEGE EMPLOYER POLICY

1. Piedmont College Career Services will not post the following positions: commission only positions, volunteer

student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.

9. Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the career services office of any test/assessment conducted on campus and eliminate such a test/assessment if it violates campus policies or fair employment practices. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests/assessments will be reviewed by the employing organization for disparate impact and position-relatedness.
10. When using organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the career services office regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction. These principles apply to organizations providing such services.
11. When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the career services office.
12. Employment professionals will cooperate with the policies and procedures of the career services office, including certification of EEO compliance as well as compliance with all federal and state employment regulations.
13. Employment professionals will only post opportunities that require college-educated candidates, in a manner that includes the following:
 - a) All postings should adhere to EEO compliance standards;
 - b) Job postings should be suitable and appropriate for candidates from the target institution;
 - c) Internship postings should meet the NACE definition and criteria for internships (See "[A Position Statement on U.S. Internships: A Definition and Criteria to Assess Opportunities and Determine the Implications for Compensation.](#)")
14. Employment professionals will honor scheduling arrangements and recruitment commitments.
15. Employment professionals recruiting for international operations will do so according to EEO and U.S. labor law standards. Employment professionals will advise the career services office and students of the realities of working in the foreign country and of any cultural or employment law differences.
16. Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

Company Name: _____ Recruiter Name: _____

Signature: _____ Date: _____

Please submit this signed agreement to bstemmler@piedmont.edu prior to submitting a job posting or to your scheduled campus visit. Thank you for your support of Piedmont College Students.