Clark University Recruiting Policies

Equal Employment Opportunity & NACE Guidelines

• Employers seeking to recruit Clark students for internships, jobs and volunteer opportunities must adhere to Equal Employment Opportunity (EEO) guidelines, the National Association of Colleges and Employers (NACE) Principles from Employment Professionals, and the Policies & Guidelines laid out by Clark University’s Career Services listed below.

Job, Volunteer and Internship Postings

• Job postings must be actual, current openings for internships, volunteer work, and/or traditional, W-2 or 1099 full-or part-time employees.
• Clark prohibits the posting of opportunities that require the remission of funds by its employees or participants.
• 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.
• 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.
• Clark will not give account access or forward resumes to home-based businesses or personal email accounts.
• You are required to include a website and email address for your organization when registering

Full Disclosure of Compensation

• Employers must offer bona fide positions that do not require new hires to pay a fee for training or other job-related expenses. Employers who compensate employees based solely on commission (i.e. without a base salary as well) must clearly disclose this information in the job description. Employers who compensate employees based on partial commissions must disclose accurate estimates of expected earnings in their job descriptions. They must also present an accurate base salary/expected first-year salary at that time.

Student Ambassadors

• Clark prohibits employers from hiring students to solicit money or sell items to students on campus as “campus ambassadors” or “student campus recruiters”.
• Clark does not send resumes or give any employer passwords to “student ambassadors” or “student campus recruiters.” It is a violation of professional standards to provide a student’s resume to a fellow student for review and decision-making.

Third-party Representatives

• Third-party recruiters must identify themselves as a “Third-Party Recruiter” in the Clark Recruiter.
• Third-party recruiters who charge students for services will not be permitted to use any Clark University services.
• 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 other than for the original recruiting purposes nor can it be sold or provided to other entities.

Career Fair and On-Campus Recruiting

• Third party recruiters and graduate programs will not be considered. Attendees must be actively recruiting for paid full-time or paid structured internship opportunities.
• All companies participating in on-campus recruiting events must be offering paid positions within their organization. Positions that are solely based on commission with no base pay will not be included in on-campus recruiting events.
Confidentiality Policy

• Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.

Alcohol

• Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.

Offers to Students

• Employment professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

Interview Rounds

• When asking students to come back for second/final round interviews, employers must attempt to accommodate students' schedules and allow reasonable time if their schedules need to be adjusted.

Timely Communication

• Employers are expected to keep students informed of their status in the hiring process and to communicate hiring decisions within a reasonable time frame.

Deferred, Rescinded or Withdrawn Offers

• Withdrawing job offers, whether verbal or written, violates professional standards and may put students in a difficult professional and financial position. If your organization is considering retracting an offer for any reason, please call our office immediately to discuss the situation.

Nondiscrimination Policy

• Career Services makes its services available to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, gender identity, age, disability, or any other basis prohibited by applicable law.

Consequences of Unacceptable Recruiting Practices

• Note that employers knowingly violating the policies above may be denied access to the recruiting program for the following season.

Definitions of Unpaid Internships and volunteer positions

Unpaid Interns in a “for-profit” private sector


According to the Department of Labor, an unpaid internship must meet all these criteria:

• The internship is similar to training which would be given in an educational environment
• It’s for the benefit of the intern
• The intern doesn’t displace paid employees
• The employer doesn’t benefit from work the intern is doing, “and on occasion its operations may actually be impeded.”
• The intern isn’t promised a job at the end (unpaid “tryouts” aren’t allowed)
• Both the intern and their boss understand it’s an unpaid position

**Unpaid interns in a non-profit organization**
• The Fair Labor Standards Act (FLSA) recognizes an exception to the above requirements for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. The wage and hour division (WHD) is reviewing the need for additional guidance on internships in the public and non-profit sectors.

**Volunteer**

To determine whether an individual is a true volunteer engaged in “ordinary volunteerism,” the Department of Labor considers a number of factors. No single factor is determinative. The factors include:

• Is the entity that will benefit/receive services from the volunteer a nonprofit organization?
• Is the activity less than a full-time occupation?
• Are the services offered freely and without pressure or coercion?
• Are the services of the kind typically associated with volunteer work?
• Have regular employees been displaced to accommodate the volunteer?
• Does the worker receive (or expect) any benefit from the entity to which it is providing services?

A volunteer position at your nonprofit is likely to be regarded as “ordinary volunteerism” and safely exempt from the minimum wage requirements of the FLSA if you can answer “yes” to the first four questions and “no” to the final two questions.

**Foreign students as trainees and volunteers**
• Many international students look for unpaid internships and volunteer opportunities. Attached you can find a document that summarizes rules and regulations regarding international students and volunteering. Click here to see: Foreign Students as Trainees and Volunteers

**Hiring Foreign Graduates**
• Do not let fear of the simple visa process prevent you from hiring some of the best and brightest graduates available. U.S. law provides several ways for employers to hire foreign graduates of U.S. universities. For example, CIS (formerly INS) issues tens of thousands H-1B visa each year. In addition, graduates of U.S. institutions in F-1 status are eligible for “practical training” and are hired regularly by U.S. employers. Click here to see: Easy Guide to Hiring Foreign Graduates