



# University of New Haven

## University of New Haven Career Development Center – Job Posting Policies

### ***Equal Opportunity***

The University of New Haven is committed to ensuring equal opportunity for all of its students and alumni, and is committed to a policy against discrimination in employment based on race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability. The facilities of the Career Development Center may be denied to employers whose behavior contravenes The University's policy based on the above-listed factors. Please note that students may file an informal or formal grievance against an employer who asks discriminatory questions in any program or activity sponsored or conducted by the Career Development Center. Employers posting a job announcement or utilizing our facilities agree to comply with our [nondiscriminatory policy](#).

### ***General Posting Policies***

The following Job Posting policies apply to all positions posted with The University of New Haven Career Development Center in person, via email, regular mail, fax, or online via the [Charger Career Link](#) system.

*Posted positions must include:*

- position title and location
- position type (internship, full time, part time, etc)
- minimum required qualifications, skills, and education
- summary description of the position
- application deadline, if any
- contact information; e.g. name, e-mail, phone number, address
- application instructions (how candidates are to apply)

All jobs/internships posted with The University of New Haven Career Development Center must be bona fide employment opportunities. **Other business ventures, including opportunities that require an initial investment, involve multi-level marketing or are independent contracting, are excluded from posting.** Postings will remain online for a period of 60 days unless a specific closing date is designated or until the employer informs the Career Development Center that the position has been filled.

All information regarding a job posting is subject to verification. Any misrepresentation of a posted position and/or the employer will result in immediate removal of the posting and will disqualify the individual/employer from further participation in the posting service. The content of the advertisements posted are submitted by employers and are not drafted by The University of New Haven Career Development Center staff.

The University of New Haven Career Development Center reserves the right at its sole discretion not to post positions from employers who have been the subject of serious or repeated complaints from students or alumni; or failure to pay or pay promptly when applicable. The institution also reserves the right at its sole discretion to not post any position announcement, or to remove any posting, that we otherwise feel is inappropriate for our students.

Organizations recruiting through The University of New Haven Career Development Center agree to contact the Career Development Center when their position is closed, canceled or changed and to give notification of any students or graduates hired.

*The University of New Haven Career Development Center does not in any way warrant or guarantee that responses to any job postings will result in employment. The University of New Haven Career Development Center also does not in any way warrant or guarantee that any job postings will result in applicants to the company.*

Employers will maintain the confidentiality of student information, regardless of the source, including computer databases. Employers will not sell student/alumni information to third-parties.

The University of New Haven adheres to the US Department of Labor [guidelines](#) in determining whether an internship is to be paid or unpaid.

### ***Job Offer Guidelines***

Recognizing that students need time to make informed decisions when responding to offers and employers need to be able to effectively manage their time-sensitive recruitment processes, the below guidelines are intended to provide students and employers a fair and transparent framework for managing the offer phase of the process:

For all offers of internships or full-time employment, employers should allow a minimum of up to two weeks from the date of the written offer.

Employers are recommended to be flexible in granting offer extensions on a case-by-case basis if the circumstances warrant it. The written offer should explicitly state the terms and conditions of employment, including, but not limited to, position title/description, location, benefits if applicable, start date, salary date, bonuses, etc.

Students are encouraged to contact employers directly should there be any questions or concerns about their offers, including needing more time to make their decisions.

Students should not feel pressured to accept offers “on the spot” or “early,” whether it is based upon a shorter timeframe for consideration overall and/or due to any special diminishing incentives attached, e.g. tiered or expiring bonuses, reduced options for location preferences, etc. The Career Development Center expects all employers to refrain from these practices when recruiting University of New Haven students.

### ***Prohibited Job Postings***

Jobs that will not be approved into the [Charger Career Link](#) system are:

- Commission only part time or internship positions
- Jobs requiring a fee payment or investment prior to employment
- Jobs providing financial incentives to staff who recruit new hires for the organization and for which the recruiting staff member receives a portion of the new hire's commission
- Jobs which violate the anti-discriminatory policies identified in The University of New Haven Equal Opportunity policy
- Jobs physically posted anywhere on campus (dorms, dining halls, bulletin boards, etc) that have not been approved and stamped by the Career Development Center

- Opportunities offered by third-party employers, defined as staffing agencies, consulting firms, “train and hire” positions, executive recruiting firms, teacher placement agencies, language teaching positions (i.e. “Teach English Overseas”)

### ***Commission-Based Opportunities***

Employers using the Center’s services will offer regular salaries for positions. A draw against future earnings does not constitute a salary. Employers offering commission-based positions may post job listings at The Career Center provided they abide by the following policy:

- Recruit only for positions which are full-time career jobs
- No commission-based internships will be posted
- Commission only is clearly publicized in the position description

### ***Third Party Employers***

The following policies relating to Third Party Employers/Recruiters and their posting of job openings on the [Charger Career Link](#) system are based on the standards set by the NACE (National Association of Colleges and Employers), Principles for Professional Conduct found on the NACE webpage, [www.naceweb.org](http://www.naceweb.org).

Third Party Recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit organizations, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

#### **In detail, third-party employers are defined as:**

- staffing agencies
- consulting firms
- “train and hire” organizations, including those that offer H1B positions
- executive recruiting firms
- teacher placement agencies
- language teaching positions (i.e. “Teach English Overseas”)
- summer camp staffing agencies
- healthcare agencies such as in-home care providers, travel nurse positions, and similar
- Internship and international internship providers

Third Party Employers/Recruiters must provide the name and location of the employer/client for whom they are recruiting for each position they would like to post positions with the University of New Haven. If requested, the Career Development Center will not publicize the name of the employer/client to students or alumni.

All Third Party Employers will maintain the confidentiality of University of New Haven student/alumni information, regardless of the source, including personal knowledge, written records/reports or resumes, and computer data bases. A student/alumni’s information/resume cannot be shared with any other employer (other than the employer that is offering the position for which the student applied for through the Third Party Employer) without the prior written consent from that student.

In order for positions to be approved and posted for students and alumni, they must be submitted to [careerdevelopmentcenter@newhaven.edu](mailto:careerdevelopmentcenter@newhaven.edu) with the above information for review. Upon approval, opportunities will be included in the regularly published weekly email of opportunities for students.

**At no point will positions offered by third-party employers, as defined above, be allowed posting in the online Charger Career Link system.**

***For-Profit, Third Party Internship Providers***

For-profit internship providers, defined as any third party organization that is classified as a for-profit business, whose business model is to actively place student interns in positions either within the United States or abroad, are prohibited from posting positions within the University of New Haven Charger Career Link system.

For-Profit, Third Party Internship Providers may submit their company information and position descriptions to [careerdevelopmentcenter@newhaven.edu](mailto:careerdevelopmentcenter@newhaven.edu) for review. If approved, positions will be posted for student review in the regularly published weekly email of opportunities.

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