

Employer/Recruiter Policies for Use of Career Services at Indiana University South Bend

The Career Services Office is committed to working in the best interest of IU South Bend students. The Career Services Office has established the following recruiting policies and procedures to assist recruiters in connecting with our students and alumni in a fair, ethical, and legal manner.

The Career Services Office (CSO) invites employers and organizations to use our services provided they meet the following criteria:

- Employers must adhere to all [Equal Employment Opportunity \(EEO\)](#) laws established by the Federal government and the state of Indiana
- Employers must follow Federal rules and regulations related to employment in the [Fair Labor Standards Act \(FLSA\)](#)
- Employers wanting to recruit students for unpaid internships must meet the test for unpaid interns in [FLSA Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#)

In addition to these legal & ethical guidelines, the following recruiting practices and employment opportunities will NOT be allowed:

Recruiting Practices

- Providing fraudulent information and/or misrepresentation of positions or company information through dissemination of dishonest information or absence of information to any IU South Bend Department or to students
- Breaching confidentiality of student information without prior written consent of the student
- Requiring, at the time of application, personal information such as bank accounts, social security numbers, or photo of the applicants
- Organizations sponsoring an individual to establish his/her own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses
- Organizations require an initial payment or investment - with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, samples, or presentation supplies
- Receipt of complaints by users of our services about job postings, employers or career events. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the employer involved

Employment Opportunities

- The employment opportunity involves on-campus solicitation or on-campus sales
- The student is required to purchase or rent any type of sales kit or presentation supplies that are non-refundable
- The employment opportunity is contingent upon the student paying a fee for employment or placement services
- The employment opportunity is not offered by a for-profit or non-profit (501c3) organization (e.g. baby sitters, tutors, nannies)



Services Provided To Third Party Agencies:

IU South Bend will provide assistance to third party agencies only when a third party recruiter meets the following conditions:

- Third party recruiters will be allowed to post positions if they provide to the staff of the Indiana University South Bend Career Services Office, when requested, the contact information for the organization for which the third party is providing recruiting services.
- The third party agency must state that it will not charge any fees to the candidates.
- Provides a position description to IU South Bend for valid openings
- Third party recruiters may provide job announcements to IU South Bend for posting
- Third party recruiters are allowed to interview on campus or participate in career fairs when the above conditions are met. IU South Bend may require the name of the employer being represented to be identified on all announcements
- We do not grant access to other online posting sites via IUSBCareers (powered by Handshake)

Resume Referrals

IU South Bend does not release resumes to employers without student consent.

Posting Jobs at IU South Bend

- Employers may create a free account to post opportunities IUSBCareers (powered by Handshake) at iusb.joinhandshake.com
- IU South Bend will accept appropriate job announcements via electronic methods only; we are a paperless resource center
- All conditions for positions must be clearly publicized in the position description and qualifications
- Each job posting must recruit for one specific position. Multiple vacancies for the same job title are acceptable in the same post; however, multiple vacancies in multiple positions should be posted separately
- Job titles should describe the main role(s), functions and responsibilities of the position. Vague titles (i.e., student worker) or general functional areas (i.e., office support) are not acceptable and will not be posted
- Job description provided is detailed, clear, and comprehensive, including duties and qualifications. Qualifications should outline both required and preferred education, experience, knowledge, skills and abilities
- Compensation is indicated and based on base salary (not including commission)
- Company/organization must have an active website and company email address (non-specific address such as Gmail may be rejected)
- Home based businesses or those without a physical address may post positions as freelance work at the discretion of CSO
- Employers who have not filled the position may repost for an additional 30 days

