



RECRUITING POLICIES

The Indiana University School of Public Health-Bloomington Office of Career Services acts as a referral services by permitting employers to post information about current job listings. The University is unable to research the integrity of the organizations or persons who list jobs with us, and we make no representations, recommendations, or guarantees regarding any jobs posted or employment data transmitted through job or internship postings. We urge students to exercise caution and common sense when applying for any position.

The University shall not be responsible to anyone who posts, accesses information, or otherwise uses the job or internship board (Career Link – <http://iusph-csm.symlicity.com/employers>) for any direct or indirect harm, damage, or loss incurred in connection with such use, regardless of the nature of the claim or cause of action. Without limiting the foregoing, the University expressly disclaims any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation.

By suing the only system to post, retrieve information, or engage in employment activities, the user shall be deemed to understand and agree to the above terms and disclaimer of University liability. We ask that employers abide by the [Principles for Employment Professionals](#) of the National Association of Colleges and Employers (NACE).

POSTING POSITIONS

Positions will remain active for a maximum of 60 days. Once a posting expires, it is the responsibility of the employer to repost it. We reserve the right to refuse individual postings.

The School of Public Health-Bloomington Office of Career Services will not post a position if:

- The employment opportunity involves on-campus solicitation or on-campus sales.
- The student is required to purchase, rent, or obtain a line of credit for any type of sales kit or presentation supplies.
- The student is required to obtain a personal or corporate line of credit.
- The employment or internship opportunity is contingent upon the student paying a fee for employment or placement services.
- The posting is for a part-time commission-only position.
- There is not enough information provided in the posting to verify that the organization is established company.
- We do not post advertisements for competitions or contests.

THIRD PARTY RECRUITERS

Third party recruiters will be allowed to post positions if they provide to the career services staff, 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 students. The third party recruiter may only disclose student information for the open and advertised position. Any other disclosure of student information must have the written consent of the student. Third party recruiters may not attend career fairs unless they are hiring for their own office. Exceptions will be made on a case by case basis for third party recruiters who recruit for a specific area, such as the life sciences or have an outsourced human resources contract with a particular employer. Third party recruiters may not have access to the resume database and they may not participate in on-campus recruiting.



RECRUITING POLICIES

page 2

COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AFFIRMATIVE ACTION PRINCIPLES

Employment professionals will comply with EEO and Affirmative Action principles in recruiting activities in a manner that includes the following:

- Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request.
- Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability.
- Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process.
- Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force.
- Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals.
- Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.

ON-CAMPUS RECRUITING AND EVENTS

The School of Public Health-Bloomington Office of Career Services hosts on-campus recruiting opportunities through a variety of avenues including career fairs, on-campus interviews, information sessions, speaker panels, and additional targeted events. Please contact us if you are interested in participating in these events.

OFFERS OF EMPLOYMENT

Employers are encouraged to communicate decisions to candidates within a reasonable time frame and communicate that time frame to candidates. Employers are expected to refrain from any undue pressure to accept.

Exploding offers are strongly discouraged (e.g., any offer that does not afford a candidate the appropriate time to either accept or decline and/or has special incentives attached for the purposes of inducing early acceptances). Such offers inappropriately pressure our students to make a decision before they have completed the interviewing process.

We ask that employers convey decisions to candidates within a reasonable time frame and communicate that time frame to candidates. As a general rule, employers should give students a minimum of two weeks from the date the offer is made to make their decision.

Students are urged to immediately release offers they do not plan to accept. Reneging on offers is considered a serious breach of our recruiting policies. Any recruiter who violates any of these policies will have their recruiting and job posting privileges reviewed for potential revocation by the School of Public Health-Bloomington Office of Career Services.