



POLICY/PROCEDURE MEMORANDUM

TO:

FROM:

SUBJECT: Employer Eligibility to Use Career Center Services

LAST REVISION: October 14, 2011

The University of South Carolina Career Center uses JobMate, an online recruitment system, to provide a variety of employer services. Employer services include position postings, resume referrals, on-campus interviews, job fairs, information sessions, and sponsorship opportunities.

The Career Center relies on the NACE (National Association of Colleges and Employers) Principles for Professional Practice as the basis for our employer eligibility policy. Eligibility requirements for USC Career Center services are as follows:

Employer Directory

Organizations will be denied access to, and inclusion in, the employer directory in JobMate under the following circumstances:

- Organization has a Better Business Bureau rating below a C
- Organization is past due on paying a career fair registration fee for a fair which they attended

In addition:

- The Career Center reserves the right to request a Business License Number or 501(c)(3) Number (EIN) if deemed necessary, and may deactivate an organization's account if they are unable to provide it
- The Career Center reserves the right to deactivate an organization's account based on complaints made to our office about the organization

Individual contacts will be denied access to, and inclusion in, the employer directory in JobMate under the following circumstances:

- Failure to select yes to the statement "I have read and agree to abide by the NACE Principles for Professional Practice" as defined by the National Association of Colleges and Employers (NACE) when registering for their JobMate account

All organizations/contacts utilizing Career Center services are expected to abide by all common legal and ethical practices of recruiting and employment. If an organization/contact is found to be in non-compliance with the professional, ethical, and/or legal standards of recruiting and employment, the organization/contact will be suspended from utilizing the services of the Career Center and utilizing any other means on campus to recruit employees.

Reinstatement of an organization or contact to the Employer Directory will be determined by the Career Center on a case-by-case basis.



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Position Postings

JobMate allows for the posting of the following types of positions: full-time, part-time, internship, co-op, summer, graduate assistantship, fellowship, and peer education. Postings are not allowed under the following circumstances:

- Any organization who is denied access to the JobMate employer directory
- Positions in adult entertainment and escort services
- Solicitations for paid donors (i.e. blood donors, organ donors, egg/sperm donors)

Employers will be required to disclose the following when posting positions in JobMate:

- Type of pay (unpaid, hourly wage, salary, salary plus commission, commission only)
- Benefits provided (yes/no)
- Out-of-pocket expenses for applicants/hires required: (required housing, application fees, training fees, sales kits, etc.)
- Individual will be hired as a contractor (yes/no)

Third-party recruiters are permitted to post positions, but must meet additional requirements. *See Third-Party Recruiter Policy.* (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Resume Referrals

Employer contacts have access to search the resume database in JobMate. Access to the resume database is not allowed under the following circumstances:

- Any organization or contact who is denied access to the JobMate employer directory
- Any organization who is ineligible to post positions
- Third-Party Recruiters. *See Third-Party Recruiter Policy.* (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Additionally, the Career Center can assist employers with resume collection if needed. Career Center resume collection is not allowed under the following circumstances:

- Any organization or contact who is denied access to the JobMate employer directory
- Any organization who is ineligible to post positions

On-Campus Interviews

On-campus interviews are not allowed under the following circumstances:

- Any organization or contact who is denied access to the JobMate employer directory
- Any organization who is ineligible to post positions



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- Third-Party Recruiters. *See Third-Party Recruiter Policy.* (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Information Sessions

Employers/contacts are not allowed to host information sessions under the following circumstances:

- Any organization or contact who is denied access to the JobMate employer directory
- Any organization who is ineligible to post positions
- Third-Party Recruiters. *See Third-Party Recruiter Policy.* (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Job Fairs

Employers/contacts are not allowed to register for and attend job fairs under the following circumstances:

- Any organization or contact who is denied access to the JobMate employer directory
- Any organization who is ineligible to post positions
- Past-due employers (employers who have not paid their registration fees from previous events)
- Organizations who seek only to promote their services or products, rather than actually recruit career fair attendees for employment opportunities
- Third-Party Recruiters have additional requirements. *See Third-Party Recruiter Policy.* (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Sponsorship Opportunities

The Career Center offers a Partnership Program where employers can sponsor events and activities.

Employers are not allowed to participate in sponsorship opportunities under the following circumstances:

- Any organization or contact who is denied access to the JobMate employer directory
- Any organization who is ineligible to post positions

Questions about employer eligibility for Career Center Services that are not answered by this policy should be directed to the Associate Director for Employer Relations.