



## **NETWORKING & RECRUITING POLICY**

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- 1. Employers who wish to network with and/or recruit Delaware Valley University students will coordinate with the [Center for Student Professional Development \(CSPD\)](#) and adhere to this Networking & Recruiting Policy in full. The CSPD has the right to limit and/or terminate service to any organization or individual who does not comply with the standards set forth in this Policy.**
- 2. Employers who wish to recruit Delaware Valley University students must comply with the [Equal Employment Opportunity \(EEO\)](#) laws established by the Federal Government as well as any applicable state and local laws.**
- 3. As a member of the National Association of Colleges and Employers (NACE) the CSPD follows NACE [Principles for Ethical Professional Practice](#) and expressly seeks to form partnerships with employers who are “reasonable, responsible, and transparent” in their behavior with students. As such, the CSPD expects that organizations and individuals who wish to network with and/or recruit Delaware Valley University students will understand and act in accordance with these [Principles](#).**
- 4. The CSPD follows NACE Professional Standards for working with third-party recruiters.**
  - A.** 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, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment (such as staffing agencies, search firms, contract recruiters, online job posting or resume referral services, leasing agencies).
  - B.** Third-party recruiters will disclose to job applicants the name(s) of the client(s) they represent and to whom the applicants’ credentials will be disclosed prior to any interviews being conducted.
  - C.** Upon request, third-party recruiters will disclose their client’s contact information to the CSPD in order to verify that they are recruiting for a bona fide job opportunity. The CSPD must respect the confidentiality of this information and may not publish it in any manner.
  - D.** Third-party recruiters will not disclose to any employer, including the client-employer, any applicant information without obtaining prior written consent from the applicant. Under no circumstances can student/alumni information be disclosed other than for the original recruiting purposes nor can it be sold or provided to other entities. Online job-posting and resume-referral services must prominently display their privacy policies on their web sites, specifying who will have access to applicant information.

- E. Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose the names of the represented employers to the CSPD upon request.
  - F. Third-party recruiters are not eligible to recruit for internships.
- 5. The CSPD practices discretion in working with employers who recruit students/alumni for commission-based employment opportunities (whether full-time, part-time, temporary, or paid internship) and requires said employers to comply with the following criteria:**
- A. Employer must provide training and ongoing mentoring.
  - B. With the possible exception of obtaining industry licenses, no up-front investment, out-of-pocket, non-refundable fees, purchase of goods, inventories, or sales leads shall be required of the student/alumna/alumnus.
  - C. Students/alumni will not be responsible for repayment/reimbursement for training costs, draws-on-commission, or cash advances on salary for any reason.
  - D. No part of student/alumni compensation may be dependent on recruiting others, with the exception of Human Resources staffing/recruiting positions.
- 6. The CSPD encourages employers to offer internship positions that are paid. Employers who wish to offer unpaid internships should take the following considerations into account prior to recruiting student interns:**
- A. Many students focus their internship search on paid positions out of necessity. Offering paid internships often results in a larger, more diverse, and more qualified pool of applicants.
  - B. “For-profit” private sector employers should also be familiar with the United States Department of Labor guidelines for legally offering unpaid internships. [The Fair Labor Standards Act](#) can help to determine whether interns must be paid minimum wage and overtime for the services that they provide to for-profit private sector employers.
- 7. The CSPD requires employers who wish to recruit students/alumni for remote i.e. virtual internships to take the following measures:**
- A. The internship must be marketed to students with a job title that clearly indicates that the position is remote (e.g. Social Media *Remote* Intern).
  - B. The employer must use some type of online project management tool, such as Google Docs or Basecamp, so that any work performed by the student is stored in the "cloud" and not on a personal computer.
  - C. The internship includes a regular e-mail report (weekly, at a minimum) where the student intern provides relevant information such as hours worked, challenges or problems encountered, and results obtained, and asks any questions that they may have.

- D. The internship includes a weekly virtual meeting via tele-presence technology (e.g. Skype or Zoom - highly preferred). If this meeting is impossible, then weekly phone conversations are expected.
- 8. The CSPD offers employers an array of student networking and recruiting opportunities which may include job and internship posting services, job and internship fairs, recruiting tables, interview services, and networking and professional development events. Please note the following:**
- A. All positions posted or recruited for must meet all applicable IRS guidelines.
  - B. Postings for positions in private residences are accepted only from current DVU employees and trustees.
  - C. Independent Contractor (1099) recruiting is typically NOT permitted at Job and Internship Fairs nor is it eligible for interview services.
  - D. The CSPD does not guarantee student applicants in response to employer recruiting efforts.
  - E. The CSPD does not provide job or internship placement services to any employer or student.
- 9. The CSPD offers employers three standard options for posting job and internship opportunities. The CSPD will assist employers in identifying the most appropriate posting option(s) for their job and internship opportunities as needed. Standard posting options include:**
- A. ExperienceLink:** online job board prioritizing internships and W-2 (Direct Hire) positions
    - Established businesses who regularly hire for Independent Contractor (1099) positions *may* be deemed eligible to market job postings via ExperienceLink at the discretion of the CSPD staff.
    - Independent Contractor (1099) positions, including freelance positions, that would employ students by a private individual (i.e. babysitter, editor of a book, tutor, caretaker, interior designer for your private home, etc.) are *not* eligible for posting on ExperienceLink
  - B. On-Campus Flyer:** hard copy job and internship announcements
    - This option is only available during the academic year and under normal operating circumstances.
    - Employers must submit on-campus flyers for approval; approved flyers will be posted on campus by CSPD staff on behalf of employers
  - C. Student E-Newsletter:** monthly digital newsletter featuring a CSPD curated selection of job and internship announcements from ExperienceLink as well as approved Independent Contractor (1099) positions.
    - E-newsletter positions are selected based on a variety of factors which can include, among other criteria, student demand, application deadline, and position end date.
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## **ExperienceLink Posting Requirements**

- 1. Employers who wish to post job/internship opportunities in ExperienceLink should**
    - A. [Register on ExperienceLink for a new account or sign in with an existing account.](#)
    - B. Submit any job posting(s) for CSPD review via the ExperienceLink site.
  
  - 2. To be approved by the CSPD, ExperienceLink job and internship postings must include the following details:**
    - A. Position description
      - Type (e.g., entry-level, experienced, internship, non-career/part-time)
      - Location (where the employee will work from)
      - Specific responsibilities and duties
      - Preferred qualifications, if appropriate (e.g. class year(s), major(s), minimum GPA, skills, courses, etc.)
      - Directions for how to apply
      - General compensation arrangements (paid or unpaid)
        - If a position is commission-based, this must be clearly stated and a specific hourly-wage/base salary must be listed.
  
    - B. Employer description
      - Company name
      - Mailing address
      - Phone number
      - Website (if available)
      - Industry
  
    - C. A reliable point of contact who can be reached on behalf of the employer regarding job/internship postings.
      - First and last name
      - Job title
      - E-mail address (preferably from a company domain)
        - Postings submitted with personal e-mail accounts may be rejected.
      - Phone number
  
    - D. Disclaimer statement (required for 1099 positions only)
      - *“This is a 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the client. For more information, please refer to [www.irs.gov](http://www.irs.gov) or talk with a tax professional.”*
  
  - 3. The CSPD will confirm receipt of and process all employer requests for posting job and internship positions within five business days.**
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## **On-Campus Flyer Requirements**

### **1. Employers who wish to share job/internship opportunities on-campus via flyer should**

- A.** Submit their flyer/poster announcement via email or postal mail to the attention of our Employer Relations and Career Advisor, Katie Martucci.

Email: [Katherine.Martucci@delval.edu](mailto:Katherine.Martucci@delval.edu)

Address: Delaware Valley University  
Center for Student Professional Development  
700 East Butler Ave., Doylestown, PA 18901

### **2. To be approved by the CSPD, on-campus flyers must include the following details:**

- A.** Position description
- Specific responsibilities and duties
  - Location (city and state)
  - General compensation arrangements (paid or unpaid / commission-based)
  - Instructions for how to apply
- B.** Employer description
- Company name
  - Mailing address
  - Phone number
  - Website (if available)
- C.** Employer contact (someone who can be reached on behalf of the employer regarding job/internship postings)
- First and last name
  - E-mail address (preferably from a company domain)
- D.** Disclaimer statement (required for 1099 positions only)
- *"This is a 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the client. For more information, please refer to [www.irs.gov](http://www.irs.gov) or talk with a tax professional."*

### **3. The CSPD will confirm receipt of and process all employer requests for posting job and internship positions within five business days.**