FALCON JOBS RECRUITMENT POLICY

The Career Services office at Concordia University Wisconsin (CUW) encourages employers to utilize our online internship and job board, Falcon Jobs, to assist in the recruitment of Concordia University students and alumni, provided they meet the following basic criteria:

- The employer must have current or anticipated employment opportunities available (seasonal, part-time, internship, or full-time) for students and/or alumni.
- The employer must accurately describe the responsibilities and requirements for the advertised positions.
- All conditions for advertised positions must be clearly disclosed in the position description, including (but not limited to): positions that are commission-based, involve out-of-pocket financial expenses, additional test-taking, etc.
- The employer’s recruiting practices must comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).

Third Party Recruiting/Staffing Agencies

Third party organizations and staffing agencies are allowed to post job opportunities on Falcon Jobs, but must also meet the following requirements:

- Identify the specific employer they represent and position(s) they’re seeking to fill.
- Charge no fees to candidates.
- In accordance with Family Educational and Privacy Act (FERPA), release candidate information provided by the college exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.

Commission-Based Employers

Employers are allowed to post commission-based job opportunities on Falcon Jobs ONLY when they clearly disclose to the Career Services office and Concordia University Wisconsin students and alumni that the position(s) being offered are non-salaried, or begin as salaried and convert to commission-only or base plus commission structures, after a designated period of time. In addition:

- The Career Services staff shall inform students of positions that are commission-based, involve out-of-pocket financial expenses, additional test-taking, etc.
- Positions that are commission-based only and require an out-of-pocket financial expense are prohibited from Falcon Jobs.
- Failure to disclose this salary structure to the Career Services staff or Concordia student and/or alumni will result in the employer being removed as a recruitment qualified employer.

Confidentiality

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student and alumni information to another organization without the prior consent of the student or alumni.

Disclaimer

All decisions concerning the approval of employer registration are made in the sole discretion of the Career Services office. We reserve the right to refuse services to any organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission and values of Concordia University Wisconsin.