ON-CAMPUS RECRUITMENT POLICY

The Career Services office at Concordia University Wisconsin (CUW) encourages employers to come to campus and meet with Concordia University students. The following policies will be used:

- Employers wishing to recruit on campus will contact the Career Services office, or register through the online Employer Spotlight registration form, at least one week prior to the anticipated recruitment date to determine availability of date and time.
- Employers may recruit on campus no more than twice a semester, unless otherwise granted through the Career Services office.
- Organizations recruiting on campus can expect that the Career Services office will reserve space, a table and seating, and will promote the visit date and available opportunities.
- The organization must have actual or anticipated part-time, internship, or full-time career opportunities.
- The organization must accurately describe the responsibilities and requirements for the opportunities it offers in the job postings and other recruitment methods.
- All conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, additional test taking, etc.
- Recruiters only promote employment opportunities or recruiting-related events that were approved and agreed upon at the time of the Employer Spotlight and/or other event confirmation.
- All organization recruiters must check in with the Career Services office (Rincker 004) on their recruitment date.
- A $35 recruitment fee must be paid prior to setting up recruitment displays.
- Employers recruiting at Concordia University must adhere to Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA) and may not eliminate qualified candidates based on race, color, national origin, religion, age, gender, sexual orientation, pregnancy, or disability.
- Employers recruiting unpaid interns are expected to honor the Fair Labor Standards Act (FLSA). To review the standards regarding unpaid internships, please visit: www.dol.gov/whd/regs/compliance/whdfs71.htm.

Third Party Recruiting/Staffing Agencies

Third party organizations are staffing agencies, organizations, or individuals recruiting candidates for temporary, part-time or full time employment opportunities that fulfil needs other than their own.

Concordia University Wisconsin will consider requests from the following:

- **Employment Agencies**: Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired.
- **Contract Recruiters**: Organizations that contract with an employer to act as the employer’s agent in the recruiting and employment processes.

Third party organizations are required to abide by the following:

- Identify the specific employer they represent and the type of position(s) they’re seeking to fill.
- 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.
- Charge no fees to candidates.
- Career Services reserves the right to limit the number of third party recruiters at its events.
Commission-Based Employers
The Career Services office permits recruitment for commission-only positions ONLY when employers clearly disclose to the Career Services office and Concordia University Wisconsin students and/or 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:

- Positions that are commission-based only and require an out-of-pocket financial expense are prohibited from recruiting on campus.
- 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.
- Career Services reserves the right to limit the number of commission-based recruiters at its events.

Disclaimer
By requesting an Employer Spotlight date and/or participating in any Concordia University recruitment event, you agree to accept and comply with policies and procedures of the Career Services office as listed above.

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.

Employers who fail to comply with Concordia’s on-campus recruitment policies will forfeit their eligibility to recruit on Concordia University Wisconsin’s campus or via Falcon Jobs, CUW’s online internship and job board.