

Employer Criteria for Assistance

The following policy has been established to determine eligibility of an employer who would like to participate in Career Services recruitment activities and events at Colorado Mesa University.

Career Services Sponsored Visitations

Career Services at Colorado Mesa University sponsors employers on campus for the purpose of recruiting students and alumni for career opportunities and internships. As sponsors, Career Services exercises the proprietary right of setting the following criteria:

- We reserve the right to request identification and to verify authenticity.
- All employers must be deemed legitimate organizations with verifiable business information such as company name, physical address, email address, phone number, website, and a contact person who can be reached.
- Employers must agree to abide by the [National Association of Colleges and Employer \(NACE\) Principles for Professional Conduct](#) including the following criteria:
 - Must have current or anticipated job openings for college students, interns, or alumni.
 - Must have no fees associated with becoming an intern or employee of the organization, other than professional licensure fees for career employees.
 - Must subscribe to the Equal Employment Opportunity (EEO) laws established by the Federal and Colorado governments.
 - Must maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases.
 - Must honor scheduling arrangements and recruitment commitments. If a special circumstance comes up that prevents you from keeping your commitments, some type of contact prior to the commitment date is required in order to notify the students of your cancellation. Contact Career Services at 970.248.1404 or career@coloradomesa.edu otherwise you may be prohibited from recruiting on campus in the future.
- Complaints from students, alumni, or staff at Colorado Mesa University may result in an employer being prohibited from recruiting on campus in any of our venues.

(continued on back page)

Policy regarding Network Marketing Companies

Career Services of Colorado Mesa University considers employers engaging in one or more of the following practices to be network marketing companies:

- Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- Requirement of an initial investment from this individual, with the company itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
- Compensation is often in the form of straight commission, fees from others under their sponsorship in the company, and/or percentage of sales generated by others.

Network marketing companies are not considered "employers" by Career Services and are not eligible to participate in any recruiting activities that are solely sponsored by Colorado Mesa University, including career fairs, internships, on-campus interviewing, resume referrals, vacancy announcements, employer presentations, or sponsorship for on-campus activities.

Third Party Recruiting/Staffing Agencies

Career Services provides direct assistance to third party/staffing agencies that meet the following criteria:

- All employers, including third party recruiting/staffing agencies must subscribe to the Equal Employment Opportunity (EEO) laws established by the Federal and Colorado governments.
- Charge no fees to the candidate.
- Have current job opportunities.
- Reveal the identity of the represented employer and the nature of the relationship between the agency and the employer upon candidate invitation to interview. Additionally, third party/staffing agency permits Career Services to verify such information by contacting the employer directly. Career Services will not attempt to solicit business away from third party recruiters by offering to deal directly with the employer.
- If requested, provide a position description for a valid job opening.
- In accordance with the Family Educational Rights and Privacy Act, release candidate information provided by the college or university exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.
- Comply with all federal and State Equal Employment Opportunity laws (Titles VI and IX, and ADA).