

Merrimack College  
O'Brien Center for Student Success  
**General Recruiting Policies for Employers**

**General Recruiting Statement**

The O'Brien Center for Student Success (Career Services) is committed to ensuring that your recruitment experience with our campus is a positive one. In accordance with the National Association of Colleges and Employers (NACE), we strive to provide a fair process by following the [NACE Principles for Professional Conduct for Career Services and Employment Professionals](http://www.naceweb.org/principles/) (<http://www.naceweb.org/principles/>) by maintaining a fair and equitable selection of employment opportunities and supporting our students in making informed and responsible decisions regarding their future employment.

Career Services reserves the right to edit, delete, or refuse any job, internship, or volunteer posting. This includes positions which are not compatible with the mission and values of Merrimack College. In addition, Merrimack College does not publish job/internship opportunities that require an initial monetary investment, including application fees. Positions that require participants to raise their own financial support must clearly specify this within the job description.

**ADVANTAGE Disclaimer**

By registering with ADVANTAGE, Merrimack College's online job search system, students and alumni permit their personal and professional information (e.g. name, address, telephone number, e-mail address, degree, etc.) they provide, to be accessed only by professionals at Merrimack College and any recruiter that accesses the ADVANTAGE website. In compliance with the Family Educational Rights and Privacy Act (FERPA), permission for recruiters to release this information to any other person or agency outside of Merrimack College requires a written release from the student.

For students and alumni: Career Services is not a placement agency and therefore is not responsible for locating and/or placing you in a position listed on ADVANTAGE.

For employers: Career Services is not responsible for filling any positions listed on ADVANTAGE, information sent to recruiters from students or alumni via ADVANTAGE, or the failure or success of student hires.

Career Services invites opportunities to build relationships with external agencies in order to benefit students and graduates. Employers recruiting Merrimack College students and graduates for full- or part- time, internship, or volunteer positions must adhere to the following guidelines:

1. The College has a no solicitation policy. This policy applies to businesses, as well as students selling to and/or recruiting other students. Any employer seeking an opportunity to hire students for these

purposes will not be permitted access to students.

2. The posting of any franchise, multi-level marketing, "club membership", or distributorship arrangement is prohibited.

3. While you will be accommodated to the best of our ability, Career Services does not guarantee room availability, audience attendance, or classroom visitation opportunities.

4. Employers may use an interview room on campus at no charge. Interview rooms are available Monday through Friday, 9:00 a.m.-4:30 p.m. Permission may be granted for other arrangements upon request.

5. Recruiters may not enter classrooms to hand out materials or present without prior approval from the professor of the class you wish to enter.

### **Third Party Recruiter Policy**

In accordance with the NACE principles, the practice of Career Services is to educate students regarding a wide variety of job search strategies, including third party employment services. Individuals can then determine whether utilizing these services will be of benefit to them. Career Services does not endorse or recommend any third party employment services.

ADVANTAGE, Merrimack College's online job search system, allows third party recruiting firms/employment agencies to customize and post job listings for specific organizations. Interested candidates may submit their resumes via ADVANTAGE or contact these employers directly.

Third party recruiters must adhere to these guidelines set for by Career Services and in accordance to EEO and FERPA:

1. Third party recruiters that charge fees to students will not be permitted to recruit on campus or post jobs to the ADVANTAGE system.

2. Organizations providing recruiting services may be required to inform Career Services of the specific employer they represent and the specific jobs for which they are recruiting.

3. The FERPA law prohibits anyone outside of an educational institution receiving any information about a student from disclosing it to others without obtaining written consent from the student.

4. Employers recruiting for work outside of the U.S. are expected to respect EEO policy. Additionally, they will advise Career Services and students of the realities of working in that country and of any cultural and foreign law differences.

5. Career Services reserves the right to verify with organizations that they have hired a third party entity to fill positions within their organization.

6. Career Services reserves the right to discontinue services to students, alumni, and recruiters who violate EEO, FERPA, NACE, and/or Career Services guidelines.

## **Website Content**

Merrimack College and Career Services are not responsible or liable for the content, products, services, or other materials on or made available through the web links to other websites which are maintained by third parties.

The opinions and views associated with the websites are not necessarily those of the College or Career Services.

The College or Career Services shall not be responsible or liable, directly or indirectly, for any direct or indirect damage or loss caused by or in connection with use of or reliance on any such content, products, or services available on or through such sites.

The College or Career Services permits and encourages links to content published on the Career Services website. However, any linking should not:

(1) implicitly or explicitly suggest that Merrimack College or Career Services promotes or endorses any third party's causes, ideas, website content, products, or services, or

(2) use the Career Services content for inappropriate commercial purposes. Career Services reserves the right to withdraw permission for any link.

Please forward any concerns regarding links and/or disabled links to [careerservices@Merrimack.edu](mailto:careerservices@Merrimack.edu).

## **Professional Recruiting Practices**

With regard to professional conduct of job seekers, employers, and career centers throughout the recruiting process, Career Services at Merrimack College abides by the principles set forth by the National Association of Colleges and Employers (NACE).

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a Federal law that protects the privacy of student education records. Under this law, permission for recruiters or any other outside persons or agencies to release personal information to any other person or agency outside of Merrimack College requires a written release from the student.