



## **Recruiting Policies and Guidelines**

### **Privacy Policy**

In compliance with Stanislaus State and the California State University requirements for preserving the privacy of its students and alumni, no personal information is shared with outside constituents without the written authorization of the student or alumni.

### **Non-discrimination Policy**

Employers and recruiters who list job vacancies are required to assure that these vacancies will be filled according to legally defined equal employment opportunity and non-discrimination guidelines. Interview facilities, job listing, or other services are not available to employers who unlawfully discriminate in the selection of employees on the basis of race, color, sex, sexual orientation, religion, national origin, ancestry, marital status, pregnancy, age, disability, veteran's status, or any other basis prohibited by applicable law.

### **Third-party Recruiting Policy**

Facilities and services are not available to third-party recruiters, including employment agencies, temporary agencies, and search firms. These entities typically contract with employers to fill a vacancy, whether temporary or permanent, for a fee. No referrals of student or alumni candidates will be made available to any third-party recruiter.

### **Private Tutoring**

Career Services does not post jobs for private tutoring.

### **Job Posting Policy and Guidelines**

In the interest of serving our student population by providing a wide range of employment and career information, employers and recruiters can post job information under the following guidelines:

- The position does not restrict consideration to specific groups, for example, disabled students or to ethnic minorities.
- The employer provides complete disclosure of the nature of the position, including compensation, responsibilities, and application requirements.
- The employer does not charge students or candidates any fee associated with the application or hiring for the position.
- The employer or recruiter provides written assurances that the vacancy will be filled in accordance with Affirmative Action/Equal Employment Opportunity guidelines.
- The employer or recruiter is not requiring an initial payment or investment to a parent corporation from the candidate.