



RECRUITING POLICIES & GUIDELINES

The Limestone University Center for Career & Professional Development invites employer organizations to recruit at Limestone provided they conform to the Center's formal recruiting policies. Recruiting activities include but are not limited to: creating an account in Handshake and posting position openings and events, attending on-campus career fairs and events/workshops, conducting on-campus interviews, and offering information sessions or classroom presentations. By recruiting Limestone University students, you and your organization agree to accept and comply with the recruiting policies of the Limestone University Center for Career & Professional Development as outlined below.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Employer organizations recruiting Limestone students, including using the university's job board (Handshake), must comply with all applicable laws relating to equal employment opportunity (EEO) and may not discriminate against a job applicant because of his or her race, color, religion, sex, age, disability, sexual orientation, gender identity, military or veteran status, genetic information, marital status, parental status, political or personal favoritism, ancestry, source of income or any other classes protected by local, state and federal law. Federal law also prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting, or referring for a fee. Visit [EEOC](#) and the [Department of Justice](#) for additional information on prohibited EEO practices.

AMERICANS WITH DISABILITIES ACT

Employers should maintain compliance with the [Americans with Disabilities Act \(ADA\)](#) throughout the entire recruitment process

ON-CAMPUS RECRUITING

All employer recruiting visits on campus must be coordinated and sponsored by the Limestone University Center for Career & Professional Development or another office on campus to ensure all policies and procedures are followed. Employers must be mindful of their responsibility to communicate any changes or event cancellations to us and their student attendees.

The Center for Career & Professional Development chooses locations for recruitment events strategically and based on availability and capacity. Any representatives of your organization are asked to remain in the assigned location and are not permitted to travel to other areas of campus to solicit information without prior approval from the Director of Career & Professional Development.



CLASSROOM PRESENTATIONS & MEETING WITH FACULTY

Employers are not allowed to visit a classroom or a faculty member's office uninvited. Requests such as these are left up to the discretion of the faculty member and/or the Director of Career & Professional Development.

JOB OFFER GUIDELINES

We ask that employers convey final hiring decisions to candidates within a reasonable time frame and communicate that time frame to candidates during the interview process.

As a general rule, employers should give students a minimum of two weeks from the date the offer is made to make their decision.

Exploding offers (offers that will be rescinded or expire in a very short time period) are not permitted by Limestone University.

REPORTING OF HIRING INFORMATION

When requested by the Director of Career & Professional Development, employers will inform us of all offers of employment that are extended to students in order to help maintain accurate statistics. Requested information may include but is not limited to the student's name, their title, and division or unit within the organization, the geographic location of the position, the employment start date, and the compensation. Employment records are kept confidential and used only for statistical purposes. Employers should also mark hired students as, "Hired" in Handshake.

CONFIDENTIALITY

All employers are expected to maintain the confidentiality of all student and alumni information. All materials received from our student and alumni population via email or hard copy (resumes, transcripts, cover letters, etc.) should be shared only with those within the organization who are responsible for the hiring process. Sharing information about a candidate with another organization will not be tolerated unless the organization receives prior written consent from the candidate.

THIRD-PARTY RECRUITING/ STAFFING AGENCIES

Third-party recruiters will only be approved to post in Handshake if they provide the name and valid contact information of the organization for which they are providing recruiting services. The agency must state that they will not charge any fees to students/job-seekers. The recruiter/agency may only disclose student information for the open and advertised position. Any other disclosure of student



information must have written consent of the student. Third-party recruiters and staffing agencies may not attend career fairs or other on-campus recruiting events unless they are hiring for their own office.

COMMISSION BASED & FINANCIAL SERVICES EMPLOYERS

Commission based positions may be advertised to students and alumni through Handshake, through information sessions on campus and career fairs provided that the compensation arrangement is **clearly** noted on job listings and is thoroughly explained in conversations and/or interviews with students and alumni.

Financial Services positions may also be advertised to students and alumni through Handshake, through information sessions on campus and career fairs provided that all conditions for advertised positions are **clearly** noted on job listings and are thoroughly explained in conversations and/or interviews with students and alumni. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, test taking, etc.

ALCOHOL

Limestone adheres to the NACE policy, which states that serving alcohol should not be any part of the recruitment process. Alcohol is not permitted for on-campus recruitment events and for numerous reasons, we strongly discourage the serving of alcohol at off-campus recruiting events. Many college students are younger than the state's drinking age, therefore serving alcohol could also be in violation of state law.

MARIJUANA AND CANNABIS INDUSTRIES

Although marijuana (cannabis) is legal under certain conditions in select states, South Carolina is not currently one of those states and it is not legal under federal law. In order to remain compliant with federal and state laws, Limestone University will not permit companies that may possess or come into contact with marijuana products to recruit through or post positions on our Handshake platform. Additionally, Limestone University will not support internships for credit or non-credit where a student may come into contact with marijuana products (including work with a company's clients, attendance at marijuana conventions, etc.)

The Drug Free Schools and Communities Act 1989 (DFSCA) provides, "as a condition of receiving funds or any form of financial assistance under any Federal program, an institution of Higher Education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees." Further, under the DFSCA, institutions of Higher Education must employ "standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities."



“PYRAMID” OR “MULTI-LEVEL MARKETING” EMPLOYERS

Employers/individuals who are deemed as offering employment or entrepreneurial opportunities based on a networking structure requiring or encouraging the recruitment of others to sell products and services will not be permitted to recruit on campus or attend any Limestone career-related events.

INCLEMENT WEATHER

Should the University be closed for inclement weather, any recruiting event or activity scheduled for those dates will be automatically canceled. Our staff will work to assist with questions about rescheduling the event once the University safely reopens.

EVENT ATTENDANCE CANCELLATION

If you are unable to attend a scheduled career event that you registered for, such as the Career Fair or Workforce Wednesday, we ask that you send a qualified representative in your place. If this is not possible, please provide us with a minimum of 48 hours' notice so that we have ample time to inform students/alumni who may be registered for the event.

RIGHT TO REFUSAL

The Limestone University Center for Career & Professional Development reserves the right to terminate from or refuse the participation of any organization in recruiting activities. Reasons may include but are not limited to: misrepresentation, complaints by students/alumni, failure to attend events you register to attend on campus without prior notification to the Career Center staff or violation of Limestone University Center for Career & Professional Development recruiting policies. All decisions concerning right to refusal are made in the University's sole discretion.

DISCLAIMER

The Center for Career & Professional Development reserves the right to update these policies at any time without notice and employers are required to comply.