IPFW JobZone Employer Job Posting Policy

Employer’s Statement

JobZone is designed to help you connect with potential IPFW student/alumni employees. When you register, you agree to provide personal and company information that is common to any job board. The registered student/alumni will have access to your submitted information, and the information you provide will help potential employees review your job postings. They will use the information you submit to make the decision to contact you. Please be sure that what you submit is accurate and want most to make public to registered students/alumni.

By agreeing to the above statements and by submitting your information, you voluntarily agree to make your information available to students/alumni for their review. If you want to make any changes to your information, it is your responsibility to make those changes. You will have access to specific student/alumni information that is considered personal, such as home telephone numbers and addresses. As a user of JobZone, you are expected to respect and protect the privacy of the student/alumni data and proceed with due professionalism. Should you have any questions, members of the Career Services staff are happy to assist.

**Career Services reserves the right to deny any potential employer access to JobZone should the employer abuse the system, post intentionally inaccurate or misleading information, or abuse, mislead or place any IPFW student/alumni in harm's way.

JobZone Posting Policy Restrictions

Please avoid the following kinds of job postings on JobZone, as they will not be posted:

- No work in private homes for duties such as child care, nanny, yard work, moving, painting, maintenance, etc.
- No jobs that require out of pocket expense from the student
- No jobs that discriminate against designated groups

Third Party Recruiters - Guidelines for Posting

Third party recruiters are able to post positions on JobZone, but they must specify that they are recruiting for another company, as well as disclose the company's name to the Career Services staff. The company's information does not have to be shown on the job posting, but Career Services must be informed of the employer’s name. IPFW Career Services will not disclose this information.

Employment Agencies/Search Firms/Staffing Services/Temp Agencies/On Line Job Board Services/Contract Recruiters, etc. - a.k.a., "Third Party Recruiters"

For the definition of a Third Party Recruiter, please see the NACE Principles for Professional Conduct, Principles for Third Party Recruiters:  http://www.naceweb.org/principles/#thirdparty

Career Services may choose to advise students to approach with caution third-party recruiters who charge a fee. Staff members are encouraged to make available to students the NACE publication: A Student's Guide to Interviewing with Third-Party Recruiters

Third-party recruiters must disclose information as follows:

- Third-party recruiters will disclose information upon request to Career Services that would enable career services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career Services must respect the confidentiality of this information and may not publish it in any manner.
- Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

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Network Marketing Companies

Network Marketing Companies are not considered "employers" by Career Services and are not eligible to participate in career fairs, campus interviewing, résumé referrals, JobZone, employer presentations, and/or sponsorships for campus activities.

**IPFW Career Services considers organizations that engage in the following to be Network Marketing Companies:**

- Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- **AND**
- Requiring an initial investment from this individual, with the organization 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 organization, and/or a percentage of sales generated by others.