

# Recruitment Policies and Procedures

*The following recruitment policies and procedures apply to all of our recruiting programs including but not limited to: position postings, on-campus interviews, the resume referral program and job fairs.*

**EMPLOYER ELIGIBILITY** - The Career Services Office serves employers looking to fill full-time permanent salaried positions requiring a bachelor's degree or higher as well as internship opportunities. All other positions should be forwarded to the [Student Employment Office](#). Student Employment can be reached at (508) 531-1232.

**POSTING OF POSITIONS** - All of our full-time jobs and internship positions are posted on our CAREERLINK@BSU database which can be accessed at: <http://www.myinterfase.com/bridgew/employer/home.aspx>. Employers must create a profile in the system to post jobs, sign up for Career Fairs and On-Campus Interviews.

**All full-time job postings have a limit of 90 days on our system.** After the 90 days, the system will send you an expiration email which will allow you to update and repost your position if it remains unfilled. This position will then be re-submitted to Career Services for approval by a staff member.

**All internship positions (unless otherwise noted) are posted for the entire calendar year.** This allows students to plan ahead and be aware of potential opportunities when they want to seek them. You have the ability to designate which semesters you offer internships on the posting form. Employers must update their listings at least once a year to remain on the system.

**FIRST COME-FIRST SERVE POLICY** - Career Services offers on-campus recruiting privileges on a **first-come, first serve basis** and reserves the right, if space is limited, to select companies that offer positions that best meet our students' needs.

**NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY POLICY** - It is the policy of the Bridgewater State University Career Services Office that each candidate be considered solely on the basis of qualifications, without regard to race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, marital status, political belief or affiliation, citizenship (as defined under the Immigration Reform and Control Act), veteran status, or any other basis prohibited by applicable law.

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## **FULL-TIME JOB REQUIREMENTS**

- The position requires a Bachelor's degree or higher.
- The posting is for a salaried position. Commission only positions are reviewed on a case-by-case basis.

- The posting is for a full-time professional position.

**COMPENSATION FOR POSTED POSITIONS** - Employers and individuals offering employment /entrepreneurial opportunities with compensation packages requiring prospective employees **to purchase a franchise, products or services** upfront, will **not** be offered recruiting privileges.

Employers and individuals offering employment opportunities where compensation is based exclusively on commission or fees/percentage of sales from others under their sponsorship in the organization may be granted recruiting privileges on a case-by-case basis. Career Services reserves the right to research the company and/or position and may allow or deny recruiting privileges based on this research and overall fit with our campus and department.

### **THIRD-PARTY RECRUITER SERVICES**

- Third-party recruiters **who are hiring for positions within their own organization** may be granted on-campus recruiting privileges.
- Third-party recruiters **who are hiring for specific** full-time permanent salaried positions requiring a bachelor' s degree **outside their own organization** may have positions posted provided they include: the name of the client, the position title, position description, and the contact information for that specific organization. This information is necessary for our verification purposes and for student due diligence. **No exceptions** can be made to this policy and the Career Services Office reserves the right to verify this information.
- Third party recruiters who directly charge candidates are prohibited.
- In accordance with the **Family Educational Rights and Privacy Act**, 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 recruiting purposes nor can it be sold or provided to other entities.

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### **INTERNSHIP REQUIREMENTS**

**INTERNSHIP SITE** - The employer must be an established business in operation for at least one year, located and conducting business in commercially-zoned office space/property.

**NOTE: VIRTUAL INTERNSHIPS** where students conduct work from their home or dorm room for an employer are not presently supported by the University. Students may consult with their academic department/faculty adviser to discuss the possibility of doing a Directed Study.

**SUPERVISION OF INTERN** - The organization must provide the intern with a designated on-site supervisor/mentor, knowledgeable in the subject area, who will provide the student with daily or weekly supervision and provide constructive feedback.

**JOB DESCRIPTION** - Employers must provide an academically qualified, professional level work experience related to the student's major. The site supervisor provides a written job description of meaningful, career-related responsibilities and/or projects assigned prior to the student starting his/her internship. The job description will bridge the link between academic theory learned in the classroom, and practical, hands-on work experience.

**PAYMENT OF INTERNS** - An internship can be a paid or unpaid opportunity. Most of the internships that BSU students complete are paid either by a stipend and/or hourly wage. University policy allows students to earn credit for the internship whether it is paid or unpaid. Employers are encouraged to review the U.S. Department of Labor's Wage and Hour Division's [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#) and be aware of the government's policy regarding internships and payments.

**TRAINING** - A training or orientation session at the beginning of the internship experience with follow-up training occurring on an as needed basis.

**EVALUATION** - Students should be provided with a written letter of evaluation at the mid-point and conclusion of their internship. Many, but not all, of the academic departments at BSU will mail a site supervisor a student intern performance evaluation two weeks before the completion of the internship. Site supervisors should properly review and evaluate the intern(s) performance and mail the evaluation back to the designated BSU faculty internship supervisor in a timely manner.

**SAFETY** - The internship employer / site supervisor is responsible for informing student interns about any and all company / organizational guidelines, policies and any safety issues prior to the students' start date. Employers agree to provide the same consideration of health, safety and working conditions accorded permanent employees.

**LIABILITY INSURANCE** - Bridgewater State University holds a liability insurance policy that covers students in the performance of their internship during the agreed upon duration.

**REPORTING OF ISSUES** - Should any problems develop with the intern, they must be reported by the site supervisor to the student, the faculty internship supervisor or the university's Internship Adviser.

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### **CAREERLINK@BSU ALUMNI MENTOR POLICY**

Career Services strongly recommends that an Alumni Mentor Registrant of the CareerLink Mentor database:

- Conduct him or herself in an ethical and professional manner.
- Arrange any in-person meetings or networking in a commercially zoned office space and/or in a public place during regular business hours only.

- Keep information provided by the student confidential unless the student has consented disclosure of information to another individual or contact.
- Refrain from using the database for solicitation, fundraising, job placement, recruitment or for personal means.

By registering and using the CAREERLINK@BSU Mentor database, you agree to the acceptable use of terms established by Bridgewater State University Career Services Office.

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Career Services makes every effort to research employers and employment opportunities that are posted on our database and to prepare our students for the job search and interview process. However, the responsibility of background screening of prospective employees and employers rests with the respective companies and students, as does the decision to extend or accept employment offers. Career Services shall not accept responsibility or liability for the future actions of either the employer or the employee. Career Services therefore, encourages all parties involved to utilize discretion and sound judgment prior to entering into an employment agreement.

**If you have questions or concerns with any of the above policies and procedures please contact Career Services at 508-531-1328.**