



Recruitment Policies and Procedures

The following recruitment policies and procedures apply to all of our recruiting programs, including but not limited to: position postings, internships, on-campus interviews and job fairs. These policies will be reviewed regularly and may be subject to change at the university's discretion.

Bridgewater State University Career Services is a member of the National Association of Colleges and Employers (NACE) and adheres to and promotes its [Principles for Professional Practice](#) and fully expects that employers working with our office and utilizing our services will conform to these principles. Employers working with BSU should also review [NACE's Position Statement for U.S. Internships](#) as well as applicable university, state and federal Equal Employment Opportunity laws and legislation.

Bridgewater State University is committed to a policy of non-discrimination, equal opportunity, diversity and affirmative action and expects employers to comply with our policy. Our full policy can be found by [clicking here](#).

Employer Eligibility

The Career Services and Internship Program Offices serve employers looking to fill full-time permanent professional positions requiring a bachelor's degree or higher as well as academic internship opportunities. All other positions (part-time, summer, full-time non-degree) should be posted with the [Student Employment Office](#). Student Employment can be reached at (508) 531-1232.

Expectations of Employers:

- Provide clear, accurate and up-to-date information in all position postings and dealings with BSU students and alumni
- Organizations must have actual or anticipated career related jobs and/or internships for our students and alumni
- All position postings must have full details, verifiable contact information, detailed descriptions and all conditions of employment must be clearly articulated in the posting
- Refrain from any practices that improperly influence and affects job acceptances (i.e. time pressures, encouraging backing out of other offers, exploding offers, etc.)
- Honor all offers made to students and alumni. Withdrawing job offers, both written and oral, violates professional standards and can have a negative professional and financial impact on students.
- All recruiting events and interviews will be kept professional and as such alcohol will not be served.
- Keep all student information confidential regardless of the source. Sharing student information with another organization is prohibited without the prior written consent of the student.
- Have a fair and equitable recruiting and hiring process that includes timely communication of candidate status and hiring decisions.

Posting of Positions

All of our full-time jobs and internship positions are posted on our Hire BSU database which can be accessed at: <https://employer.gradleaders.com/Bridgewater/Employers/Login.aspx?jprid=5084>. Employers must create a profile in the system to post jobs and sign-up for Career Fairs and On-Campus Interviews.

Full-time jobs posted on our database must be full-time salaried professional positions requiring a Bachelor's degree or higher. Commission only positions are reviewed on a case-by-case basis. All full-time job postings have a limit of 90 days on our system but can be refreshed.

The Internship Program Office reviews all internship postings that are received through our [Hire BSU](#) system. They review based on [NACE's Position Statement for U.S. Internships](#) as well as their program policies available at: <https://www.bridgew.edu/internships/employers>. You can reach them with questions at: 508-531-2632. Internship positions (unless otherwise noted) are allowed to be posted for the entire calendar year.

Career Fair and On Campus Recruiting Policies

Employers that wish to participate in career fairs and other on campus recruiting opportunities must have open or anticipated full-time professional degree required job and/or academically focused internship opportunities at their organization. Third party recruiting agencies, graduate programs as well as commission only based employers will not be included in on campus recruiting events. Career Services offers on campus recruiting privileges on a **first-come, first-serve basis** and reserves the right, if space is limited, to select organizations that offer positions that best meet our students' needs regardless of date.

Prohibited Positions and Practices

While our offices reserve the right to restrict access to services and programs in the best interest of our students and alumni, the following practices, positions and strategies are restricted:

- Employers and individuals offering employment /entrepreneurial opportunities with compensation packages requiring prospective employees **to pay start-up fees, purchase a franchise, products or services** upfront.
- Employers/individuals offering employment/entrepreneurial opportunities based on a "pyramid" or "multi-level" type networking structure requiring/encouraging the recruitment of others who recruit others to sell products and services.
- Babysitting or other In-Home jobs and/or internships where an employee would be working out of someone's home or dwelling. We encourage you to use sites such as www.care.com.
- Campus/Brand Ambassador Positions and similar roles that seek students to sell or market an organization or brand on campus are not considered full-time employment nor an academic internship. Paid opportunities can be posted with Student Employment.
- Placement Agencies/Organizations offering unspecified opportunities to teach abroad, teach abroad agencies based outside of the United States and those that charge for their services.
- Placement/Training Agencies or Organizations that provide training with no definitive or guaranteed job offer.
- Use of "exploding offers" that include undue time pressure to accept an offer (such as same day) and/or those that encourage candidates to back out of existing offers.
- Rescinding, deferring or making bad-faith job offers.

Third-Party Recruiter Services

BSU as well as career centers across the country utilize [NACE's Third Party Recruiting Policy](#) which you can review. Important notices include:

- Third-party recruiters who are hiring for positions within their own organization and will be the employee's full-time employer may post these positions on our database.
- Third-party recruiters who are hiring for full-time permanent salaried positions requiring a bachelor's degree outside their organization may have positions posted provided they include the name of the organization they are recruiting for in the posting. Additionally, contact information for the client employer must be provided upon our request.
- 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.

Disclaimer

Career Services and the Internship Program Offices reserve the right to exclude any employer from recruiting activities and to edit, delete or refuse any employer profile or job posting at any time. The posting of an opportunity on our databases should not be considered an endorsement of the organization posting or the positions posted.

Our offices make every effort to research employers and employment opportunities that are posted on our database and to prepare our students for the 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. Our offices shall not accept responsibility or liability for the future actions of either the employer or the employee. We therefore, encourage 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.