The recruiting policies at Rollins College have been developed to contribute to a positive and successful experience for recruiters, students and alumni. We seek to support the academic mission of the College and the staffing needs of organizations in an environment of teamwork and cooperation. The shared commitment to these policies by the employer, representative and Career & Life Planning staff will ensure a fair and ethical recruitment process. The Center for Career & Life Planning makes its facilities, programs and services available to employers and recruiters whose behavior and practices are consistent with the following policies.

**Discrimination**
Rollins College Center for Career & Life Planning makes its facilities, programs and services available only to employers and recruiters who do not discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other characteristic protected by applicable federal, state or local law.

**Professional and Ethical Practices**
Recruiters must work within a framework of professionally accepted recruiting, interviewing and selection practices. Employment professionals will refrain from any practice that improperly influences and affects job acceptances, including undue time pressure for acceptance of an employment offer and encouragement of revocation of another employment offer or acceptance. Employers and recruiters will provide accurate information on their organization and employment opportunities and strive to communicate hiring decisions to candidates within a reasonable, agreed-upon time frame. All organizations and recruiters are expected to adhere to the NACE Principles for Professional Practice.

**Third Party Recruiters**
Contract recruiters, search firms, resume referral firms, temporary agencies and employment agencies may participate in College recruitment only under the following conditions:
- The client name (hiring company) be disclosed to Career & Life Planning staff and any potential applicants.
- Any and all associated fees are employer paid.
- Agency acknowledges that Career & Life Planning may contact the hiring company to verify the third party’s recruiting relationship.
- No student information may be disclosed for other purposes, nor can it be sold or provided to any entity other than that which has been disclosed as the hiring company.

**Entrepreneurial and Franchise Opportunities**
Some individuals run very successful franchise and entrepreneurial businesses, but there are many people who do not fully understand the expectations and requirements of entrepreneurial work or are not aware that they may incur unexpected liabilities and find themselves in debt.
Naturally, Career & Life Planning would like to minimize the occurrence of such negative scenarios for Rollins students and alumni. Thus, organizations and individuals promoting the types of direct sales and entrepreneurial, franchise opportunities described by one or more of the characteristics below are not eligible to participate in recruiting activities with Rollins College.

- Offer compensation that is entirely or predominantly commission-based
- Offer compensation based on fees earned from others under their sponsorship and/or a percentage of sales generated by others
- Offer no salary but, offer individuals the opportunity to start and run their own business
- Require individuals to make an initial investment such as direct payment of a fixed fee, payment to attend orientation or training, fees for leads or lessons, placement fees and/or purchase of samples or a starter kit

**Compensation and Fees**

Organizations paying less than federal or, when applicable, state minimum wage for full-time or part-time job opportunities may not participate in Rollins College recruiting services. Exceptions to this policy may be made for child/elder care or food service positions which, by law, may legally pay lower wages.

Internship sponsors should pay special attention to regulations from the Department of Labor regarding appropriate compensation for interns. When evaluating internship opportunities for academic credit approval, Rollins College does not consider whether an intern receives pay, but does encourage organizations to seek advice from legal counsel in interpreting and adhering to the DOL regulations.

Any organization requiring a finder’s fee, a training fee, financial investment or any out-of-pocket expense for the hired individual may not utilize the facilities, programs or services of Rollins College Center for Career & Life Planning.

Career & Life Planning will not permit any organization to use its facilities, programs or services if the organization’s recruiting activities are combined in any way with the marketing or sale of products to a potential candidate.

**On-Campus Recruiting**

Organizations wishing to post printed fliers around campus or job announcements in the College newspaper should contact the Office of Student Involvement and Leadership for information and approval. Any printed employment fliers posted or distributed on campus without approval will be immediately removed.

Organizations wanting to visit Rollins to conduct on-campus interviews or host information sessions must contact Career & Life Planning for permission and to schedule an appropriate date, time and location. Failure to obtain permission from Career & Life Planning to be on campus may result in immediate removal by Campus Security.

When recruiting from a table that is provided in a common area, recruiters must restrict all activities to the immediate vicinity of the table and refrain from approaching students in other areas or on public walkways and eating/studying spaces. The College retains the right to request recruiters vacate College property if they fail to comply with any of the policies or procedures outlined in this document or any reasonable request from a College official.