



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Career Services

Job Posting Guidelines

The Catholic University of America's Office of Career Services has developed the following guidelines to ensure that the recruiting process is fair and straightforward for both employers and students. These guidelines are consistent with the National Association of Colleges and Employers (NACE) "[Principles for Professional Conduct for Career Services & Employment Professionals](#)".

Eligibility to Recruit

Employers who are hiring candidates may request to participate in recruiting opportunities with the University's Office of Career Services. Employers are not eligible to recruit University students until approved in writing by the Office of Career Services.

Eligible Positions and Internships

Employers may only post certain positions or internships with The Office of Career Services, as defined below.

- *Position* is a professional job offer (temporary or permanent) that is salaried and does not require a candidate to pay a fee for training, equipment, application procedures, or other job-related expenses (excluding fees relating to federal or state licensing).
- *Internship* is a job training opportunity in which a student works on a project of importance to the organization, receives timely instruction and feedback from a supervisor, and has a mentor-like relationship with someone in the organization who can teach him/her about the organization and the industry as a whole. The student should not be required to pay any fees as part of an internship placement.

Eligible jobs, for which you may recruit through career services consist of professional duties and salaries or hourly wages. CUA's Office of Career Services does not support full commission-based positions; positions which utilize CUA students/alumni to recruit or promote services of a company to other CUA students and alumni (i.e. campus ambassadors); positions that are based in home offices or private residences, and/or personal service positions such as—but not limited to—childcare, yard work, nanny, caretaker, tutor, pet care, etc.

Job Postings

Employment professionals may only post opportunities that require students or alumni, in the following manner:

- all postings should adhere to [Equal Employment Opportunity](#) standards;
- all postings should adhere to [Minimum Wage Laws](#);
- job postings should be suitable and appropriate for students and alumni;
- all job postings should adhere to [Department of Justice Best Practices for Online Job Postings](#) to ensure that your organization is in compliance with the law with regard to work authorization when recruiting at the University;
- internship postings should meet the [U.S. Department of Labor definition criteria for internships](#). (See U.S. Department of Labor Wage and Hour Division [guidelines](#).)

Internships

The Office of Career Services does not play a role in determining whether an internship qualifies for academic credit; neither do you as the employer. If a student wishes to earn academic credit for an internship, the student must consult his/her dean's office.

Your role, if any, would be to assist the student by providing any information requested by the dean's office so that a determination can be made about what kind of academic credit might apply.

Keep in mind that when students earn academic credit, in an experiential setting such as at an internship, tuition must be paid to the University in exchange for that credit. A student's individual course load and financial profile may determine whether or not he or she seeks credit for an internship. Therefore, we strongly encourage you to provide competitive hourly wages or stipends to help students defray the ever-increasing costs of living and tuition.

If you are offering unpaid internships, we expect you to comply with the Department of Labor's [six federal guidelines](#), particularly as they relates to internships.

Third-Party Recruiters

Third-party recruiters, including agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs, will:

- Disclose to students the name(s) of the client(s) that the recruiter is representing and to whom the students' credentials will be disclosed.
- When deemed necessary, disclose information to the University's Office of Career Services, upon request, that would enable verification that it is recruiting for a bona fide job opportunity.

Review and Right of Refusal

All employer registrations and position descriptions are reviewed prior to posting. The University's Office of Career Services reserves the right decline employers, modify any job postings or statements, or remove any job postings or statements that are not compliant with these Guidelines, inconsistent with the University's mission, or inappropriate for our student population.

Non-Discrimination

No person will be denied employment, admission, or educational opportunity, or otherwise be discriminated against or harassed at The Catholic University of America in its programs or activities on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and District of Columbia laws.

Confidentiality

Employment professionals must maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records and reports, and computer databases. Student information cannot be disclosed to another organization without the prior written consent of the student, unless necessitated by health or safety considerations, in accordance with the [Family Educational Rights and Privacy Act](#).

Alcohol

The Office of Career Services adheres to the [NACE policy](#) that states serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activity, regardless of its location, should be alcohol-free.