The Career Education Center and Internship Program Office encourage employers to recruit Alverno College students and alumnae via our online job and internship board, Alverno LINKS, provided they meet the following criteria:

- The employer must have current or anticipated employment (full-time, part-time, or seasonal) or internship opportunities for our students and alumnae.
- The employer must accurately describe the responsibilities and qualifications for advertised positions.
- All conditions for advertised positions must be disclosed in the position description, including (but not limited to): positions that have commission-based salaries, require test-taking, etc.
- Advertised positions cannot require our students and alumnae to pay out-of-pocket expenses, such as (but not limited to): fees for application processing, training, equipment, etc.
- Advertised positions cannot be based in home offices or private residences.
- The employer’s recruiting practices must comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).
- Employers are expected to honor the National Association of Colleges and Employers (NACE) Principles for Professional Conduct of Employment Professionals. To review current NACE standards, please visit: [www.naceweb.org/principles/?referal=knowledgecenter&menuID=203](http://www.naceweb.org/principles/?referal=knowledgecenter&menuID=203).
- Employers recruiting unpaid interns are expected to honor the Fair Labor Standards Act (FLSA). To review the standards regarding unpaid internships, please visit: [www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm).

**Third Party Recruiting/Staffing Agencies**

Third party recruiting and staffing agencies are allowed to post job opportunities on Alverno LINKS but will not be provided access to search the student directory/resumes. In addition, third party organizations must meet the following requirements:

- Identify the specific employer they represent and position(s) they’re seeking to fill to the candidates and the Career Education Center/Internship Program Office.
- Charge no fees to candidates.
- In accord with the Family Educational Rights and Privacy Act (FERPA), release candidate information provided by the college only to the identified employer.

**Commission-Based Employers**

Employers are allowed to post job opportunities that have commission-based salaries ONLY when they clearly disclose to the Career Education Center and Alverno College students/alumnae that the positions being offered are non-salaried, or begin as salaried and convert to commission-only or base plus commission structures, after a designated period of time. In addition:

- The Career Education Center staff shall advertise and advise students that the employer is offering “commission-only” or “base salary, plus commission” positions.
- Failure of an employer to disclose this salary structure to the Career Education Center or Alverno students will result in the employer being removed from the qualified recruiter list at Alverno.
Confidentiality
Employment professionals will maintain the confidentiality of student and alumnae information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student/alumnae information to another organization without the prior written consent of the student/alumnae.

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The determination of an employer’s eligibility to recruit at Alverno College is at the sole discretion of the Career Education Center and Internship Program Office. We reserve the right to refuse service to any employer whose business is not in the interest of our students and alumnae, nor consistent with the mission of Alverno College.

Updated January 2012