



ON-CAMPUS RECRUITMENT POLICY

The Alverno College Career Studio welcomes recruiters and other employer representatives to visit the Alverno campus in order to meet with our students and alumnae. Employer representatives may reserve a table in our common area or attend a job fair. The following policy applies to all on-campus recruiting activities:

1. Employers may recruit on campus one time during a semester.
2. Tabling on campus is free, but a job fair fee must be received per the terms of the specific job fair event.
3. Organizations recruiting on campus can expect the Career Studio will reserve the designated space.
4. All recruiters must check in with the Career Studio (Founders Hall 101) on the day of a tabling event. A representative of the Career Studio will assist you in finding your event location.
5. Employers recruiting at Alverno College are expected to adhere to the laws enforced by the Equal Employment Opportunity Commission.
6. Employers recruiting unpaid interns are expected to follow the Fair Labor Standards Act (FLSA). To review the standards regarding unpaid internships, please visit: www.dol.gov/whd/regs/compliance/whdfs71.htm.
7. Third-party recruiters are required to disclose the following information to students and the Career Studio:
 - The client(s) that the third-party recruiter is representing and to whom the student's information will be disclosed. The Career Studio reserves the right to verify this information by contacting the named client(s).
 - A job description for the positions for which the third-party recruiter is recruiting.
8. The Career Studio permits recruitment for commission-only positions ONLY when the organization clearly discloses the compensation structure for the positions to the Career Studio and the students.
9. Employers who require applicants to pay out-of-pocket expenses, such as fees for application processing, training, equipment or inventory are not allowed to recruit on campus.
10. Employers who are based in home offices or private residences are not allowed to recruit on campus.

The determination of an employer's eligibility to recruit on the Alverno College campus is at the sole discretion of the Career Studio.