

## Olivet Nazarene University On-Campus Recruiting Regulations

- The following positions are prohibited:
  - 1. Commission-only positions
  - 2. All positions that require a fee payment or investment prior to employment (i.e. entrepreneurial positions)
  - 3. Any listing that is meant to serve as an ad for an employment agency's services (as opposed to a listing for a specific position)
  - 4. Positions that require or encourage students to recruit others to sell products and/or services, or apply for other positions within the company in return for compensation based on number of others recruited
- Both non-profit and for-profit companies are allowed to recruit on our campus if their sole
  purpose is to recruit for volunteers, interns, or employees. Companies that are trying to sell
  something to the students are not allowed or scheduled through this department.
- A company is permitted to recruit on campus a maximum of three days per semester or five days per school year
- Graduate schools are only allowed to recruit on campus if they are actively seeking candidates for a program which is not offered at Olivet.
- Companies/organizations are scheduled to be on campus during the academic year except for the first week of school, finals week, and the last week of school. While our office suggests that companies recruit between the hours of 10:00 a.m. and 2:00 p.m., we will make arrangements for other time slots depending on the company's needs.
- Our office requests that a company does not leave their display table up overnight. (Some exceptions can be made for this rule, but must be discussed with the Career Services office in advance)
- Out of courtesy to our students, the Career Services Office does not permit recruiters to go into
  the cafeteria to speak with students. If our office receives multiple complaints from students,
  staff or faculty about a recruiter, we reserve the right to revoke recruiting privileges on our
  campus.
- Olivet will provide a table, chair(s), and wireless Internet privileges for upon arrival if requested by the recruiting representative.

Olivet Nazarene University is a member of the National Association of Colleges and Employers (NACE) and adheres to the "Principles for Professional Conduct for Career Services and Employment Professionals," established by NACE. It is our expectation that all employers requesting use of our services also observe these guidelines, including compliance with all equal opportunity and affirmation action legislation.

Any other questions should be directed to Carla Wolf, Coordinator; Employer Relations & Marketing.

Email: <a href="mailto:cwolf2@olivet.edu">cwolf2@olivet.edu</a>
Phone: 815-939-5243

Updated: August 2013