



Midland University Recruiting Policies

Introduction / Expectations

Midland University adheres to the policies of the National Association of Colleges and Employers. Employers and organizations recruiting are also expected to abide by and adhere to the [Principles for Professional Practice](#), the [U.S. Equal Employment Opportunity Commission](#), and the [Fair Labor Standards Act](#).

Employers are expected to maintain a positive, collaborative working relationship with Midland University. This includes cooperation with the Midland University policies and procedures, meeting necessary deadlines to ensure smooth operation of on-campus interview visits, providing the job/company information and data requested, providing hiring data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Service Guidelines

- Midland University reserves the right to refuse service to any employer.
- Midland University works with third parties only under limited circumstances, which are outlined in detail in the Third-Party Policy Statement found below.
- Midland University will not provide service to any employer requiring upfront payment of any kind for the purchase of products or services. Employers and individuals offering employment/entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase products or services upfront are not permitted to recruit on campus or attend career fairs.
- Midland University does not recommend or select candidates for employers.

Job Postings (College Central & JobZone)

Midland University reserves the right to determine posting eligibility and decline positions deemed unsuitable for students seeking full-time, internship, or relevant part time positions. We also reserve the right to post only those jobs that will enhance students' overall career experience.

There is no guarantee that we will be able to fill your position in any given period of time.

Employers must abide by the [Fair Labor Standards Act](#).

Posted positions must include:

- position title and location
- position type (internship, full-time, part-time, etc.)
- any required qualifications, skills, and education
- summary description of the position
- application deadline, if any
- contact information (full name, e-mail, phone number, address)
- application instructions (how candidates are to apply)

Postings will remain on College Central and JobZone for a period of 30 days, unless a specific closing date is designated or until the employer informs Midland University that the position has been filled.

Resume Book Access

Midland University will not grant resume book access to home-based businesses, personal e-mail accounts, or third party recruiters. Any employer requesting resume book access must have jobs actively posted in College Central and JobZone. Inappropriate use of the resume books will result in immediate and permanent loss of access. Midland University reserves the right to deny resume book access to any employer.

Student Privacy Issues

Employers are expected to maintain the confidentiality of student information, regardless of the source (including personal knowledge, written records/reports, social networking websites and computer databases). An employer should not disclose information about a student to another organization without the student's prior written consent, unless necessitated by health, legal, and/or safety considerations.



Third-Party Recruiters

Midland University reserves the right to refuse service to third party recruiters. Third party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs. Third party recruiters using Midland University services are expected to follow the same policies and procedures established for recruiters representing their own organization. In addition, third party recruiters are expected to adhere to several specific practices to ensure open and accurate communication with students.

Midland University will provide assistance to third party agencies only when a third party recruiter meets the following conditions:

- Meets the NACE and EEOC policies and laws described above
- Charges no fees to the candidate
- Discloses the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permits Midland University to verify this information by contacting the named client
- If requested, provides a position description to Midland University for valid openings.

Midland University does not grant resume book access to third-party recruiters.

Commission Only Opportunities

Commission only opportunities may be advertised to students through College Central and JobZone, provided that the compensation structure is clearly noted on job listings and is thoroughly explained in recruiting conversations and interviews with students. (This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.). Note: A draw against future earnings does not constitute a salary.