

Policies and Procedures for Employers

Winthrop University welcomes the opportunity to develop relationships with employers and community partners to assist in meeting the employment needs of Winthrop students and graduates. Recruiting practices must follow affirmative action/equal opportunity guidelines. The Center for Career and Civic Engagement supports and endorses the NACE Guide to Principles for Professional Conduct as outlined at www.naceweb.org/principles/principi.html

The Center for Career and Civic Engagement reserves the right to ban any employer from campus visits and job postings, should legal and ethical situations arise in their partnership. The Winthrop University Center for Career and Civic Engagement also reserves the right to ban employers from services if they use multi-level marketing plans as a means of developing business or have start up costs. Winthrop University also has the right to ban employers from services who are found to be in violation of the Department of Labor.

Information Table Policies and Procedures for Employer Recruiting on campus

Reserving a table through Career and Civic Engagement in a student traffic area on campus is one of many ways to promote hiring opportunities with your organization to Winthrop students. There are certain procedures in place to protect the students on campus and their safety while pursuing their educational endeavors. Please refer to the policies below for how to make the most of your event within the guidelines of Winthrop University when visiting here. Any infringement on these policies can result in restrictions on recruiting via Career and Civic Engagement, as well as removal of your organization via Campus Police and possible future ban from the campus.

1. A 6 foot table with two chairs can be reserved for the purpose of recruiting for specific job openings with your organization and is to be coordinated with Career and Civic Engagement as your sponsor. Please provide at least 3 weeks' notice of your requests to come on site to allow the office ample time to secure space and promote your needs.
2. In fairness to all employers using our services and campus organizations also requesting booth space, employers cannot recruit on campus via a booth more than two times in one semester. Booths cannot be reserved for the first two weeks of class, due to high activity of on-campus programs and services. Booths are also not available 30 days prior to our campus job fairs. This is for the sole purpose of focusing the students and our campus marketing for employer connections solely to this annual event. Employers cannot recruit on campus during Final Examination week.
3. The office will promote the booth location and time on their job postings website and distribute announcements to the campus. When your visit is sponsored by Career and Civic Engagement, you can only use your table for the recruiting of specific hiring needs. No solicitation for goods or services will be allowed. Those infringing on this campus policy will be removed from the campus and any future recruiting conducted by your organization on this campus is at the discretion of Career and Civic Engagement and the University.
4. Please do not "market" your opportunities outside of the confines of your table/recruiting area. Give-aways and displays to make your area attractive to students are always welcome.
5. Any company recruiting on campus that has a start-up cost, commission only or base+ commission component(s) as part of the job they are targeting Winthrop students for is required to post a sign at their campus booth clearly detailing these facts.