



NORTHWEST FLORIDA STATE COLLEGE

100 College Boulevard East • Niceville, FL 32578-1295 • (850) 678-5111 • www.nwfsc.edu

Career Resource Center Employer Recruiting Policies

The Northwest Florida State College Career Center abides by the NACE Principles for Professional Practice

<http://www.naceweb.org/principles/>

Any employer whose job postings or recruiting practices are found in violation of the Career Center's Employer Recruiting Policies or the NACE Principles for Professional Practice could have their recruiting privileges revoked.

On Campus Recruiting and Career Fairs

Employers participating in on-campus interviews and career fairs must abide by the Career Centers Job and Internship Posting Terms and Conditions.

Job and Internship Posting Terms and Conditions

The Career Center will only publish job/internship postings that abide by the following terms and conditions:

EEO Compliance

Employers will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting and placement of employees.

Pay Structure

Organizations will be considered for job postings, on-campus recruiting and career fairs only if the payout structure is clearly defined. The Career Center does not publish 100% commission based jobs and internships, nor does the Center permit job or internship postings with base salaries that are drawn from future commissions. All job postings must meet or exceed the state of Florida minimum wage of \$8.46 per hour.

Advanced Leads or Monetary Start-Up Costs

Employers or internship hosts requiring a monetary start-up fee or contact information on potential leads will not be permitted. No training or application fees may be required of the applicants.

Network Marketing or Multi-Level Relation (Pyramid)

Postings for network marketing organizations or organizations with a multi-level relation (pyramid) structure will not be made.



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Inclusive Language

Employers and internship hosts must use inclusive language in their job and internship descriptions.

Complete Contact Information

Employers and internship hosts must offer the Career Center staff complete contact information including phone, e-mail, web address and physical address of the business and exact location of the job or internship. We do not post jobs that require travel to an individual home.

Clearly Defined Descriptions

The Career Center does not post positions in which the job or internship description is not clearly defined or is subject to suspicion.

Organizational Structure

Job and internship postings must be associated with a clearly defined business or organization. All organizations must have a website with a matching email address domain for its contact person. The Career Center does not service private individuals.

Third Party Recruiters (employment or staffing agencies, search firms)

The Career Center does not service third party recruiters. Agencies, organizations or individuals must be recruiting to hire for their own organization and may not post, or hire, on behalf of another agency, organization or individual.

Academic Department Feedback

The Career Development Center reserves the right to withhold a job or internship posting if an academic department at Northwest Florida State College requests relations with an employer or internship host be restricted or terminated.

The Career Center reserves the right to determine whether or not to publish a job or internship.