

McDaniel College's Employer Standards of Ethical Conduct Career Services Policies

McDaniel College Career Services recruitment services include, but are not limited to, the following:

- Job Fairs and Networking Events
- On-Campus Interviews
- Career Services-sponsored Information Sessions and Information Tables
- Green Terror Job Connection Job Postings and Resume Database

McDaniel College Career Services provides recruitment services to employers / individuals who abide by employer standards of ethical conduct established by the National Association of Colleges and Employers (NACE). Consistent with the NACE Principles for Professional Conduct, all job postings must contain accurate information about the organization offering employment and the position offered and all employers must comply with all Equal Employment Opportunity standards. For the entire text of this Principle, refer to <http://www.nacweb.org/about/principl.html>.

In addition, employers / individuals receiving Career Services recruitment services must conform to the following McDaniel College Career Services standards:

- Employment/entrepreneurial opportunities must pay a base salary in compliance with the minimum wage standards. Career Services does not provide recruitment services to employers/individuals recruiting for positions/opportunities that are commission-only; require prospective employees to purchase products/services contingent upon their employment with, or on behalf of that company/individual; or are based on a "pyramid" or "multi-level" type networking structure requiring or encouraging the recruitment of others who recruit others, etc. to sell products or services.
- Career Service will provide select recruitment services to organizations that provide recruiting/staffing services only if they do not charge a fee to students. Recruiting/staffing services must also, when necessary, permit Career Services to request and verify information on the specific employer(s) represented and/or the specific job(s) being advertised. Access to McDaniel's online resume database is not available to third-party recruiters. Career Services reserves the right to decline to post a position if it has an ongoing relationship with the employer being represented by the recruitment/staffing service and/or if Career Services has questions about the legitimacy of the job listing or the represented employer.
- Student information obtained from the Green Terror Job Connection database shall not be re-disclosed without obtaining additional written student consent. According to the Family Educational Rights and Privacy Act (FERPA) of 1974, no other party is to have access to this information. If you are unable to comply fully with this request, return any previously obtained student information to McDaniel College immediately.

Please refer all questions to the Career Services Director at 410.871.3305.