Policies & Procedures (CCD)

The Center for Career Development takes no part in the determination of employment qualifications or the selection process for employers. We make employment information available to all interested students and provide employers with such information as students have authorized us to release on their behalf. We assist employers in accordance with Federal regulations including, but not limited to, the EEOC Uniform Guidelines, Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1992, as amended.

The Center for Career Development subscribes to the Principles for Professional Conduct as stated by the National Association of Colleges and Employers (NACE) and expects employers using our services to do likewise.

The Center for Career Development reserves the right to refuse services to third party recruiters including, but not limited to, private licensed employment agencies, consulting agencies/headhunters, temporary employment services, government employment agencies, clearinghouse operations and contract recruiting services. Campus interviews, information sessions and information tables must be directly scheduled and conducted by the organization’s employees, rather than by third party representatives. Nor will we provide student information to network marketing firms. Information on these types of organizations can be made available to students in the Center for Career Development at the students’ request.

eBear Job Postings

The following positions will not be posted on eBear (Online Recruiting System):

- No compromising positions such as adult entertainment, escort services, presentation modeling or similar activity associated with use/advertisement of alcohol
- No work in private homes for duties such as child care, nanny, yard work, moving, painting, maintenance, etc. (Businesses of these nature may be asked to submit a license number)
- No positions that pay for work in cash
- No positions that require any out of pocket expense from the students (other than transportation)
- No positions that discriminate against designated groups
- No commission-only positions
- No positions that violate the Fair Labor Standards Act
- No positions from third-party recruiters
- No direct marketing positions; positions requiring an initial investment from the individual and/or requirement to recruit others to establish their own business

The Center for Career Development reserves the right to decline to post positions if the Center has a question about the legitimacy of the job listing or the represented employer.

Salary/Hiring Information

It is essential that the CCD receives and maintains accurate information relating to the numbers and starting salaries of newly hired Morgan State students. Please provide the Recruitment Coordinator with this information at the end of each recruiting/hiring cycle or as hiring decisions are made.

Reneging on Offers/Acceptances

If an organization withdraws an offer made to a student for any reason, the recruiting contact is to notify the Recruitment Coordinator as soon as possible. Similarly, if a student reneges on an acceptance of employment with a recruiting organization, the Recruitment Coordinator also should be notified so that a thorough review of the situation can be made. The faculty and administration of Morgan State consider reneging on acceptances to be unethical behavior.
Definitions

**Third-Party Recruiters** are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and its agencies that collect student information to be disclosed to employers for purposes of recruitment and employment; and

Third-party recruiting organizations charge for services using one of the following fee structures:

- **Applicant paid fee**—the applicant pays the third-party recruiter a flat fee for services rendered or a fee based upon the applicant’s starting salary once the applicant is placed with the employer.

- **Employer paid fee**—
  - **Retainer**—The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.
  - **Contingency fee**—The employer pays to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.
  - **Fee for the Service**—The employer pays a fee for a specific service, e.g. job postings, access to resumes, booth space at a job fair, etc.

**Network Marketing Companies** are companies that sponsor individuals to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business; AND

Requiring an initial investment from the individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, a “deposit” for materials, and/or purchase of a starter kit.

Another characteristic often associated with Network Marketing Companies is compensation is often in the form of straight commission, often derived from fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

**Commission Based Positions**

Positions solely commission based will not be endorsed nor promoted by the Center for Career Development and will not be posted in eBear. For other commission-based positions (base salary plus commission), you may be asked to submit the following prior to approval:

- Is a college degree required/preferred for this position?
- Does the position offer a base pay plus commission? If so, please specify.
- Is there a documented earning record for this position? If so, please specify.
- Does your organization provide and reimburse for training for this position?
- Is the employee responsible for purchasing materials/supplies for this position? If so, what is the estimated costs?
**Employer’s Statement**

The Center for Career Development (CCD) at Morgan State University utilizes eBear (Symplicity), an on-line recruiting software program that allows you to connect with MSU students and alumni. It is easily accessible through the internet which automates, expands and enhances our existing career services and recruitment. It allows you to view your on-campus recruitment schedule and will give students access to job, internship and co-op listings 24 hours a day, seven days a week. In this regard, it is imperative that each organization provide accurate website address for students to conduct pre-interview research AND accurate email address so that the CCD Recruitment Coordinator can communicate in an efficient and timely manner.

By completing and submitting your profile on eBear, you voluntarily agree to make your information available to students/alumni to review. You have the ability to update and make changes to your account, simply by logging in to the system. It is your responsibility to contact the Center for Career Development should any concerns arise. In addition, you will have access to student/alumni information that is considered personal, such as home addresses and telephone numbers. As a user of eBear, you are expected to respect and protect the privacy of the student/alumni data and proceed with due professionalism.

- One of the most important requirements of eBear is the need for employers and students to meet established deadlines. The system sends out several email alerts about the deadlines. IF the deadlines are missed, the only way to develop an interview schedule is for the employer to individually contact each student whom they wish to interview.

- As an employer, I understand that the Center for Career Development only offers open schedules.

- The Center for Career Development holds students accountable for missed or canceled interviews. In either instance, students are required to communicate with the employer directly. In a similar manner, on those rare occasions when an employer must alter or cancel their interview schedules, we ask that you notify the center and the students directly.

- When requesting that a student/alumni travel to another locale for an interview, my organization will pay the legitimate travel expenses.

- As an employer, I will not pressure or place unreasonable time limits on students when making employment offers.

- As an employer, I will notify the Center for Career Development of all on-campus, recruiting-related activities whether or not they are being conducted through the CCD.

- As an employer, I understand that part-time employment, summer jobs and internships should not obligate either party, student or employer, to a full-time commitment after graduation.

- As an employer, **I agree to notify the Center for Career Development as soon as students have accepted positions with our company.** Your assistance tracking this information will assist the Center to more effectively manage the disposition of students who are no longer actively involved in the On-Campus Recruitment Program.

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The Center for Career Development reserves the right to deny any potential or currently registered employer access to eBear should the employer abuse the system, post intentionally inaccurate or misleading information, post fraudulent job opportunities, or abuse, mislead or put MSU students/alumni in harm’s way. Any legal violations will be referred to the Baltimore City Police Department.