EMPLOYER ELIGIBILITY GUIDELINES

East Carolina University Career Services aligns employer eligibility guidelines around the Principles of Professional Conduct for Career Services Professionals outlined by the National Association of College and Employers (NACE). Career Services does not endorse any employer, job posting nor other career opportunity over any other; Career Services only facilitates the connections between students/alumni with employers. Career Services does not assist in preferential practice, relating to the recruiting of students/alumni within any specified academic department. Career Services reserves the right to decline, suspend and or limit recruiting efforts with an organization for any lawful reason.

Employer Approval:

- Employers must abide by the Department of Justice’s Immigration and Nationality Act, which prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. 8 U.S.C. § 1324b (a) (1) (B).
- Employers must abide by federal and North Carolina Equal Employment Opportunity (EEO) guidelines.
- Employers must provide valid contact information including an organizational email account. Employers using personal (YAHOO, GMAIL, HOTMAIL, etc.) email accounts will be evaluated on a case-by-case basis.
- Employers without a physical business address will be evaluated on a case-by-case basis and approval will not be guaranteed.
- Career Services will only provide employer approval to those organizations that are looking to fill Full-Time, Internships or Co-Op opportunities. Part-time or seasonal work will be evaluated on a case-by-case basis. Any organization looking to connect with students on a volunteer basis, will be directed to the appropriate university resource.
- Career Services reserves the right to refuse service to any employer if a review of the specific opportunity, nature or status of the company suggests that it is inappropriate for our serviced population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if Career Services receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.
- Third Party Recruiters must be willing to adhere to the guidelines set forth by the National Association of Colleges and Employers; any Third-Party Recruiter that is recruiting employees for their organization is still responsible for agreeing to the guidelines to receive approval and access to the Career Services database.
Job/Internship Approval Policy:

- ECU Career Services will not approve positions that are multi-level or pyramid marketing opportunities.
- ECU Career Services will not approve any job or internship that requires financial investment on the part of our students/alumni. Employment offers must not be contingent upon candidates paying fees related to confirming employment.
- ECU Career Services will not approve any job or internship that requires the employee to work out of an employer's residence.
- ECU Career Services will not approve positions for domestic employment (i.e. babysitting, gardening, driving, and house cleaning).
- Positions that do not include a base salary and rely strictly on commission will be evaluated on a case-by-case basis and are not guaranteed to be approved even upon approval as an employer.
- ECU Career Services will only approve Full-Time, Internship, or Co-Op opportunities. Part-time or seasonal work will be evaluated on a case-by-case basis and are not guaranteed to be approved even upon approval as an employer.
- ECU Career Services reserves the right to refuse job postings that require personal information at the time of application; bank account, social security number, photograph, date of birth, etc.
- Employers are prohibited from soliciting or selling products or services while recruiting through Career Services.
- Career Services reserves the right to edit, delete, or refuse any employer profile, job posting, or login at any time.