



ECU[®]

CAREER SERVICES

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.



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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.