

## EMPLOYER RECRUITING PRACTICES AND POLICIES

Thank you for your interest in recruiting Florida Institute of Technology students and alumni! The Office of Career Services provides a variety of opportunities to encourage a relationship between you and our campus community. We have developed the following recruitment practices and policies to ensure that students, alumni, and employers are treated fairly and with respect.

Employers who recruit, post jobs, and visit campus must adhere to [Equal Employment Opportunity \(EEO\)](#) guidelines and abide by the [Principles for Ethical Professional Practice](#) of the National Association of Colleges & Employers (NACE). Career Services reserves the right to deny recruiting privileges to any organization if it is determined that their hiring practices are not in the best interest of our students and alumni.

### BEST PRACTICES

We ask that employers DO NOT visit campus or classrooms unannounced. Please include Career Services in your recruiting activities to ensure an exceptional experience for everyone. A complete, approved company profile on [Handshake](#) is required to post positions online.

### THIRD-PARTY RECRUITING

Career Services works with selected third-party firms that are leaders in their field or have a relationship with Florida Tech. The NACE definition of third-party recruiters as "...agencies, organizations or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs." Third-party recruiters are prohibited from charging any fees to students in exchange for services.

**When posting jobs, it is required that the name of the employer for which the third-party is providing services be included in description.** *Florida Tech will not solicit business away from third-party recruiters to deal directly with the employer.*

### JOB & INTERNSHIP POSTINGS

All employers must be deemed legitimate organizations with a verifiable business name, physical address, email address, phone number, and website. All businesses posting jobs and internships must operate lawfully under federal, state, and local laws and regulations.

#### All job and internship postings must

- include a full description with responsibilities and qualifications.
- disclose compensation structure. If further training and/or licensure is to be paid by the applicant, this should be clearly stated.
- align with Florida Tech [majors and degree offerings](#).

- require an associate degree or higher / be in pursuit of a degree for internships.
- \*Local employers, within 50 miles of the Florida Tech campus, will be permitted to post part-time opportunities that do not require a college degree.

#### **Career Services does not promote**

- fully commission-based positions.
- opportunities that require candidates to pay fees for application processes, training, equipment, sales kits, or other job-related expenses.
- positions that are based in home offices or private residences.
- multi-level marketing, pyramid schemes, or brand ambassadors.
- marketplace platforms, franchise investment, or entrepreneurial ventures.

#### **Unpaid internships will be approved if posted by**

- established non-profits or government organizations who provide structured learning experiences\*
- established for-profit organizations who meet the [U.S. Department of Labor's](#) qualifications and provide a greater educational benefit to the student than the financial benefit they receive\*\*

\*Internships should provide students with structured learning experiences, regular supervision, and exposure to professional aspects of chosen fields.

\*\*Internships should not replace staff roles (i.e. – sales, website developers, and other technical roles).

#### **OUTSOURCING CONSULTING COMPANIES**

Employers who provide outsourcing consulting services and offer to place candidates in consulting positions after an unpaid training period will not be approved to recruit in virtual or on-campus activities.

#### **1099/CONTRACT POSITIONS**

Positions that are not hired directly by the employer may be approved if the work being performed is for a recognized and established business for a long-term role. Freelance roles, positions that pay per job, and marketplace contract services (tutoring, therapy platforms and apps etc.) will not be approved.

#### **STARTUPS**

Startup companies will be approved if they adhere to the guidelines above and can provide a valid business license. These businesses must also confirm they are looking for employees and not partners or investors. Positions must be for pay, not equity or stock.

#### **CANNABIS**

Florida Tech adheres to federal law regarding marijuana. Employers whose primary business is in the cannabis industry are not permitted to post jobs or recruit on campus.

#### **INTERNATIONAL OPPORTUNITIES**

Established International companies will be approved. All opportunities must be in English.