



EMPLOYER & RECRUITMENT GUIDELINES

1. On-campus visitors representing companies, educational institutions, or agencies for the purpose of recruiting must be arranged and approved by the Career Services Office. These visits may include table set-ups, information sessions, interviews and/or faculty class contact.
2. The First Avenue Career & Graduate School Fair is suggested for some recruiters as more practical than on-campus George Fox University visits.
3. Visitors to campus are screened according to the compatibility of their policy, standards, or philosophy with the University's mission, objectives, and statement of faith. The privileges of recruiting on the George Fox University campus can be revoked. It is expected that recruiters uphold affirmative action/equal opportunity laws.
4. For those visitors presenting a conflict of interest with the University's perspective, alternatives such as phone or e-mail contact and/or an office visit with Career Services personnel or information materials kept on file in the Career Center MIGHT be available. The military is currently restricted from recruiting on campus.
5. Candidate prescreening for employers is not currently conducted. Student information is kept confidential and the student is considered the initiator.
6. No employer/recruiter shall seek special favors from Career Service personnel in regards to candidates as a result of a gift or special relationship with the University. All employers have equal access to our services and programs that involve them (with the exception of guidelines outlined in item 3).
7. Career Services posts employment openings and seeks employment listings without investigation. Job seekers will use the information at their own risk. However, when a problem exists over a student complaint or a fraudulent posting, Career Service personnel will take action to clarify and rectify the situation. The privilege of posting jobs can be revoked at any time.
8. Career Service personnel will not administer employment testing for an employer as part of the hiring process nor will mailing labels or lists be made available.
9. Third party recruiters as defined by the National Association of Colleges and Employers are required to disclose to students and Career Service personnel the employers represented and the types of positions for which the third-party recruiter is recruiting. All recruiters must disclose the company name and contact information before a job announcement will be posted.

PROFESSIONAL AFFILIATIONS

The personnel in the Office of Career Services at George Fox University hold active memberships in the following professional associations and adhere to their Principles for Professional Practice:

- National Association of Colleges & Employers (NACE) – <http://www.nacweb.org>
- Mountain Pacific Association of Colleges & Employers (MPACE) - <http://www.mpace.org>

Engage in Career Services, Envision Your Best Future!

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