

## **Employer Services Policies**

It is our goal to provide high quality employer services while preserving student privacy and limiting the risk to Sacramento State students, alumni and other users of our services. All employers who conduct recruiting activities utilizing Sacramento State University resources are required to comply with Federal and State employment laws and adhere to the Principles of Professional Practice as outlined by the National Association of Colleges and Employers (NACE).

The Career Center serves the entire Sacramento State student population and will not advertise positions, or sponsor organizations that restrict consideration to specific populations, unless the employer provides documentation that a bone fide occupational qualification is necessary for the normal operation of the particular business.

### **Career Center will provide services for employers whose opportunities meet the following basic criteria:**

- The rate of pay is at least California State minimum wage. If compensation for the position will be commission only, this condition must be clearly stated in the position description.
- The organization accurately represents the responsibilities and requirements of the job opportunity in all publicity, including publicity for employer information sessions.

### **Career Center does not provide services, rooms, or sponsorship if:**

- The opportunity involves on-campus solicitation, posting of materials, or sale of products and services.
- The organization is sponsoring an individual to establish his/her own business for the purpose of selling products or services, and /or recruiting other individuals to establish their own business.
- The organization is unable or unwilling to provide all requested contact information, and/or documents requested to verify company background.
- The organization requires an initial payment or investment such as: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase, rent, or play deposits on starter kits, sales kits, samples or presentation supplies.
- The jobs are for personal households (i.e. baby-sitting, tutoring, house sitting, in-home care).
- Positions require at the time of application, personal information such as bank and social security numbers or photos of the applicants.

The Career Center reserves the right to exercise its broad discretion and refuse service to anyone. All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to refuse service if a position does not appear to support the best interest of students or the University.