

Career Development Visiting Employer Policies:

Career Development invites employer organizations to use our services provided they meet the following basic criteria:

Employers Must:

- Advertise all conditions for available positions by clearly publicizing them in the position description. This includes, but is not limited to, positions that are commission-based, involve out-of-pocket financial expenses, test taking, etc.
- Have an actual or anticipated, career-related, internship/co-op/employment opportunity for which Mount Mary students and/or alumnae will be considered.
- Be familiar with and to honor the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals. To review the NACE standards, please visit:
www.naceweb.org/principles/principi.html#principles_for_employment_professionals

Employers May:

- Provide company literature (annual reports, applications, etc.).
- Screen students for basic skills and competencies.
- Recruit on-campus only during time period(s) requested and approved.
- Request assistance to target groups with specific skills.

Employers May Not:

- Solicit donations, fees, or investments through sign-ups, points of sale, etc.
- Sell merchandise, products, or services.
- Distribute material on campus without prior approval.
- Be in direct competition with services provided on the Mount Mary campus.
- Display promotional materials that are racially or sexually offensive, promote alcohol or drugs, or contain profanity.

Confidentiality

Employment professionals will maintain the confidentiality of student and alumnae information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student/alumnae information to another organization without the prior written consent of the student/alumnae, unless necessitated by the health and/or safety considerations.

Disclaimer

Mount Mary University Career Development requires all recruiters to follow Equal Employment Opportunity (EEO) practices. There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, political or personal favoritism, marital status, sexual orientation, or disabling condition. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our students and alumnae, nor consistent with the mission of Mount Mary University.