SPSU’s Career and Counseling Center subscribes to and endorses the Principles of Professional Conduct for Career Services and Employment Professionals as published by the National Association of College and Employers (NACE). These principles provide a framework for professional relationships among colleges / universities, employing organizations, and candidates. The full text of these principles is available at [http://www.naceweb.org/principles/](http://www.naceweb.org/principles/)

**Third Party recruiters** working on behalf of a client must disclose the company they represent and provide a detailed job description for each position. Third party recruiters may not charge applicants any fees.

Network/Multi-level Marketing companies are prohibited from using the university’s career services to recruit students for commission only employment and internships. Salaried or hourly positions for the corporate divisions of these companies are permitted. Furthermore, companies that require employees to purchase equipment or inventory for resale are not permitted to use Center services. Organizations offering franchise opportunities are also prohibited.

Companies that offer either commission-only full-time positions or require further training and licensure paid by the candidate must disclose this information when posting a position or recruiting on-campus.

The career services staff will not screen applicants for employers, however, we will promote opportunities and when appropriate, refer resumes of students who have indicated interest in the position.

The Career and Counseling Center reserves the right to refuse recruitment privileges to any company whose policies and/or services do not fall in line with the educational values and mission of the University.

*Updated August 31, 2009*