



Gonzaga University Career Center Employer / Recruiter Policy

Gonzaga University adheres to the [National Association of Colleges and Employers' \(NACE's\) recruiting policies](#), and we ask that you understand and abide by these policies that relate to (1) Principles for Professional Conduct For Career Services & Employment Professionals, (2) Recruiting Policies, (3) Principles for Third-Party Recruiters, (4) Advisory Opinions, and (5) Problem Solving Procedures

Employer Policy

Any institution, corporation, organization, agency or individual applying to use the facilities of the Gonzaga University for the purpose of recruiting, posting fulltime jobs and internships, attending career fairs, or hosting information sessions hereby signifies its certification that it is an equal opportunity employer and complies with all applicable state and federal laws. In addition, you certify that applicants will be given equal consideration without regard to race, religion, creed, national or ethnic origin, age, marital status, sexual orientation or disability.

Student information accessed by employers is to be used solely by that employer and must not be sold or otherwise distributed to any entity other than the specific employer who has access to ZagTrax.net.

By logging onto ZagTrax.net the employer agrees to the terms and conditions set forth by Gonzaga University and [National Association of Colleges and Employers' \(NACE's\) recruiting policies](#), for the use of this online recruiting system. **Failure to abide by these terms and conditions may result in discontinuation of access to ZagTrax.net.**

The Gonzaga University Career Center and GAMP office reserves the right to refuse any company access to all services.

Reasons for discontinuation of access may include, but are not limited to:

- 1. invalid employer e-mail addresses (which includes any email without a company extension, including but not limited to; hotmail, gmail, and msn),**
- 2. an incomplete profile or invalid web address,**
- 3. potential risks to the health and safety of students,**
- 4. postings that do not require a four year degree or does not apply to a major offered by Gonzaga,**
- 5. inappropriate messaging, or any other practice which is inconsistent with the mission and values of the University,**
- 6. any employers posting / recruiting with Gonzaga University may not do so if asking students to solicit friends, family or other members of the Gonzaga community for any reason,**
- 7. any employers that have complaints reported to the Career Center, the Student Employment office or another Symplicity school regarding unethical work practices or treatment of students will be banned from posting future jobs on campus or on ZagTrax, or**
- 8. if at any time it is brought to our attention that an employer has claims of being involved in scams, charging students for services, or a poor Better Business Bureau rating,**
- 9. if recruiting for teach abroad or foreign internship opportunities.**



Internship Posting Criteria

The Internship Opportunity must:

- 1) **Be directly related to a program of study at Gonzaga University**
- 2) **Have clearly outlined job description and expectations:**

- Learning Objectives
- Duties, Responsibilities, Required Skills, Hours, and Pay
- Supervision and Training

Internship may be offered as paid, or unpaid opportunities. Your compensation decision needs to be clearly indicated within the internship posting description.

The Career Center cannot grant credit for internship opportunities, but we will connect you with the necessary school or department within the university if you would like to investigate offering your internship for credit.

The employer must have signed and returned an "Agreement of Responsibilities" to the Internship Manager prior to the hire date of a current Gonzaga University student.

In addition to the Gonzaga University criteria, the Federal Government has established an "Internship Programs Under the Fair Labor Standards Act". For complete information, to go: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.

Below is a portion of the U.S. Department of Labor Wage and Hour Division six guidelines to be considered;

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA's definition of "employ" is very broad.



Job Posting Policy

Third Party Recruiters or Employment Agencies, domestic or foreign:

Term "Third Party Recruiter" refers to; Employment Agencies/Search Firms/Staffing Services/Temp Agencies/On Line Job Board Services/IT Training/Contract/Recruiters, etc.

Representatives may be approved to recruit or post opportunities under the following conditions:

- No fee is charged to the student/applicant
- The name of the hiring company is released to the applicant and Career Center staff and is approved by the staff
- The hiring company is an Equal Opportunity Employer

Fees to Students:

Gonzaga University will not host organizations such as franchise, home or party sales and/or pyramid-type organizations and other organizations that require a financial investment, purchase of supplies or equipment or pay a fee as a condition of participation or employment unless such fees are required in accordance with applicable State and Federal laws.

Commission Based Positions:

The organization needs to fully disclose compensation package and business costs incurred up through the first year of employment. This includes salary, duration of salary, training allowance, incentive programs, stock options, commission structure, benefits and any costs borne by the applicant/employee including testing, licenses, classes, travel expenses and equipment. Those positions providing a salary for less than one year will be considered business opportunities and recruitment will not be permitted. All positions must pay at least minimum wage as a base salary.

Off-Campus Positions within the Spokane Community

Gonzaga University Community Job Board:

The Student Employment Office maintains a website on which local businesses and individuals may post their **part-time job opportunities**. These postings are geared toward the full-time undergraduate student who is seeking temporary, part-time work to help with expenses while they are attending Gonzaga University. The *Community Job Board*, can be accessed by going to www.gonzaga.edu/studentemployment; click on the menu item "Post A Help Wanted Ad;" complete the template; hit the Submit button. Employers may go to the menu item *Community Job Board* to review their postings. The postings remain on the Job Board for 30 days or until the Student Employment Office is notified by the employer to remove their postings from the job listing. Summer Camp positions are also appropriately listed on the *Community Job Board*. Contact the Student Employment Office for more information or to remove listings: 509 313-6588.

Graduate School Recruitment:

Graduate schools are welcome to host an information table in the Crosby Student Center throughout the academic year. Gonzaga graduate programs have priority over other schools that offer degree programs that compete with degree's offered at the University at all career related events. Career fairs are limited to companies offering full-time and /or internships opportunities.



Requesting Information on Academic Performance:

An employer should feel free to seek information directly from an applicant about his/her academic performance and to request a copy of the applicant's transcript if that information is important to the hiring process. In accordance with FERPA regulations (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), the Career Center will not provide this information directly to an employer.

Reciprocity Policy:

As part of a partnership with other Jesuit universities there will occasionally be a student/alumn from a university that is part of the Association of Jesuit Colleges and Universities (AJCU). Our reciprocal agreement allows them a two month access to Zagtrax.net.

Disclosure of Company Information:

Employers using Gonzaga University's facilities for recruitment activities must register with the Career Center and provide complete information concerning conditions of employment, including accurate and clear information on methods of remuneration, within their organization. Employers listing employment opportunities for posting anywhere on campus should clearly disclose such conditions both in writing and when speaking with candidates.

Offer Policy:

All employers who participate in the On Campus Interviewing program are expected to report all offers, accepted and not accepted within 28 days of the scheduled interviews.

Gonzaga University has sole discretion regarding access to the Career Center of Gonzaga University and any of its resources by employers, and may decide to prohibit or remove such access to any specific employer, groups of employers, or agent(s)/representative(s) of any employer(s) at any time for any reason. The final approval for employers to utilize the Career Center rests with the Director of the Career Center and the Vice President for Student Life.

The permission to use Gonzaga University's facilities does not imply University approval or endorsement of the policies, practices or products of the recruiting organization.

The Career Center may, from time to time, revise the Employer Terms and Conditions. Use of ZagTrax.net is governed by the Employer Terms and Conditions at the time of use.