



**Career Services**  
**Service Guidelines for Students, Alumni, Employers, and Vendors**  
**Effective July 1, 2014**

**Students**

Our services are available to currently enrolled Florida SouthWestern State College students.

Students pursuing a degree from FSW, but not currently enrolled in classes, may use our office only if they will be taking classes in the next immediate semester.

Students pursuing a degree from another institution, but are taking classes at FSW, may only use Career Services during the time they are enrolled in FSW classes.

FSW does not offer reciprocity to other institutions.

Career Services adheres to the **Principles of Professional Practice** provided by the National Association of Colleges and Employers.

Students should be aware that Career Services acts only as a referral service, and makes no particular recommendations regarding off-campus employers. Career Services is not responsible for safety, wages, working conditions or other aspects of off-campus employment. Due to the high volume of jobs received by Career Services, we are unable to research the integrity of each organization, business, or person listing a job with us. Therefore, students are urged to undertake this responsibility.

**Employers**

Employers should adhere to the **Principles of Professional Practice** provided by the National Association of Colleges and Employers.

Career Services does not assist in publicizing business opportunities, or opportunities from any enterprise that involves upfront fees or the purchase of inventory.

Career Services does not assist third-party recruiters with applicant paid fees.

Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.

Employers will be expected to pay for services provided by our office at the time of delivery. For unpaid invoices exceeding 60 days, the office reserves the right to remove the employer(s) from our web-based job posting system and restrict their attendance at recruitment events hosted by Florida SouthWestern State College Career Services. Notice for a request of refund must be in writing two weeks prior to the scheduled event.

## **Vendors**

Career Services will not refer students to products or services for which our students must pay.

## **Equal Employment Opportunity**

We ask employment professionals to comply with EEO and Affirmative Action principles in recruiting activities, including the following items:

Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request.

Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability.

Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process.

Developing sensitivity to, and awareness of, cultural differences and the diversity of the work force.

Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals.

Investigating complaints forwarded by the Career Services office regarding EEO noncompliance and seeking resolution of such complaints.

## **Advertising Jobs**

Advertising jobs on College Central JobNet is allowed if the posting organization is hiring for internships, co-op, volunteer, full-time and/or part-time employment. The following posting conditions apply:

- All organizations must agree to EEO/Affirmative Action requirements and guidelines.
- No fees of any kind will be charged to students and alumni.
- The College Central JobNet system will not be used to solicit business of any kind.

No postings will be allowed by third-party recruiters representing organizations that already have an established relationship with Career Services or Florida SouthWestern State College.

Career Services reserves the right to refuse/cancel the posting of any position that is deemed inappropriate or questionable.