

RECRUITING POLICIES & GUIDELINES

The Limestone University Center for Career & Professional Development invites employer organizations to recruit at Limestone provided they conform to the Center's formal recruiting policies. Recruiting activities include but are not limited to: creating an account in Handshake and posting position openings and events, attending on-campus career fairs and events/workshops, conducting on-campus interviews, and offering information sessions or classroom presentations. By recruiting Limestone University students, you and your organization agree to accept and comply with the recruiting policies of the Limestone University Center for Career & Professional Development as outlined below.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Employer organizations recruiting Limestone students, including using the university's job board (Handshake), must comply with all applicable laws relating to equal employment opportunity (EEO) and may not discriminate against a job applicant because of his or her race, color, religion, sex, age, disability, sexual orientation, gender identity, military or veteran status, genetic information, marital status, parental status, political or personal favoritism, ancestry, source of income or any other classes protected by local, state and federal law. Federal law also prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting, or referring for a fee. Visit [EEOC](#) and

CLASSROOM PRESENTATIONS & MEETING WITH FACULTY

Employers are not allowed to visit a classroom or a faculty member's office uninvited. Requests such as these are left

information must have written consent of the student. Third-party recruiters and staffing agencies may not attend career fairs or other on-campus recruiting events unless they are hiring for their own office.

COMMISSION BASED & FINANCIAL SERVICES EMPLOYERS

Commission based positions may be advertised to students and alumni through Handshake, through information sessions on campus and career fairs provided that the compensation arrangement is **clearly** noted on job listings and is thoroughly explained in conversations and/or interviews with students and alumni.

Financial Services positions may also be advertised to students and alumni through Handshake, through information sessions on campus and career fairs provided that all conditions for advertised positions are **clearly** noted on job listings and are thoroughly explained in conversations and/or interviews with students and alumni. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, test taking, etc.

ALCOHOL

Limestone adheres to the NACE policy, which states that serving alcohol should not be any part of the recruitment process. Alcohol is not permitted for on-campus recruitment events and for numerous reasons, we strongly discourage the serving of alcohol at off-campus recruiting events. Many college students are younger than the state's drinking age, therefore serving alcohol could also be in violation of state law.

MARIJUANA AND CANNABIS INDUSTRIES

Although marijuana (cannabis) is legal under certain conditions in select states, South Carolina is not currently one of those states and it is not legal under federal law. In order to remain compliant with federal and state laws, Limestone University will not permit companies that may possess or come into contact with marijuana products to recruit through or post positions on our Handshake platform. Additionally, Limestone University will not support internships for credit or non-credit where a student may come into contact with marijuana products (including work with a company's clients, attendance at marijuana conventions, etc.)

The Drug Free Schools and Communities Act 1989 (DFSCA) provides, "as a condition of receiving funds or any form of financial assistance under any Federal program, an institution of Higher Education must

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“PYRAMID” OR “MULTI-LEVEL MARKETING” EMPLOYERS

Employers/individuals who are deemed as offering employment or entrepreneurial opportunities based on a networking structure requiring or encouraging the recruitment of others to sell products and services will not be permitted to recruit on campus or attend any Limestone career-related events.

INCLEMENT WEATHER

Should the University be closed for inclement weather, any recruiting event or activity scheduled for those dates will be automatically canceled. Our staff will work to assist with questions about rescheduling the event once the University safely reopens.

EVENT ATTENDANCE CANCELLATION