

Career & Professional Development

Organization/Employer Policy

OVERVIEW

Gonzaga University adheres to the [National Association of Colleges and Employers \(NACE\) Principles for Ethical Professional Practice](#), and requires that organizations/employers understand and abide by these Advisory Opinions:

- [Career Services Should Not Select Students for Employers](#)
- [Managing Data Security with Technology Providers](#)
- [Rescinded and Deferred Employment Offers](#)
- [Setting Reasonable Deadlines for Job Offers](#)
- [Supporting Appropriate Recruitment and Employment Practices: Guidelines for Career Center Staff](#)
- [Working With International Students](#)

EMPLOYER POLICY

Any institution, corporation, organization, agency or individual applying to use the facilities of Gonzaga University for the purpose of recruiting, posting full-time 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 Access

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 ZagsIgnite.

ZagsIgnite Usage

By logging onto ZagsIgnite the employer agrees to the terms and conditions set forth by Gonzaga University for the use of this online recruiting system. Failure to abide by these terms and conditions will result in discontinuation of access to ZagsIgnite and Gonzaga University students and alumni.

Job Offer Policy

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. When extending job offers, employers are required to provide students with a reasonable amount of time to complete the recruiting cycle and make an informed decision. Exploding job offers are considered unprofessional, and students should be given at least two weeks to respond to a job offer.

Disclosure of Company Information

Employers using Gonzaga University's facilities for recruitment activities must register with Career & Professional Development 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.

Employers not eligible to use Career & Professional Development services and programs include:

- Employers with generic e-mail addresses (e.g. Hotmail, Gmail, Yahoo, MSN, etc.), except those specifically granted an exception by the Assistant Vice President of Career & Professional Development
- Employers with incomplete profiles or invalid web addresses
- Employers whose practices are a potential risk to the health and safety of students
- Employers posting opportunities that do not require a four-year degree or specify a major not offered at Gonzaga University
- Employers with inappropriate messaging, or any other practice which is inconsistent with the mission and values of the University
- Employers asking students to solicit friends, family or other members of the Gonzaga community for any reason

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- Employers that have valid and verifiable complaints reported to Career & Professional Development, the Student Employment office or another ZagsIgnite (Symplicity) school regarding unethical work practices or treatment of students
- Employers with claims of being involved in scams, charging students for services, or a poor Better Business Bureau rating
- Employers recruiting for teaching abroad or foreign internship opportunities that require students to pay a fee for the experience
- Employers involved in strikes and are hiring for positions included in bargaining units
- Employers that participate in the marijuana industry
- Employers that offer abortion services.

INTERNSHIP POSTING CRITERIA

The internship opportunity must:

- Be directly related to a program of study at Gonzaga University
- Have a clearly outlined job description and expectations:
 - Learning Objectives
 - Duties, Responsibilities, Required Skills, Hours, and Pay
 - Supervision and Training

Internships may be offered as either paid or unpaid opportunities in accordance with the [U.S. Department of Labor, Fair Labor Standards Act](#). Employer compensation needs to be clearly indicated within the internship posting description.

Career & Professional Development cannot grant credit for internship opportunities but 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 appropriate internship supervisor prior to the hire date of a current Gonzaga University student.

THIRD PARTY RECRUITERS/ EMPLOYMENT AGENCIES

The term “Third Party Recruiter” refers to: Employment Agencies/Search Firms/Staffing Services/Temp Agencies/Online 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 & Professional Development staff and is approved by the staff
- The hiring company is an Equal Opportunity Employer

SPECIAL EMPLOYMENT/RECRUITING SITUATIONS

Marijuana Industry

Organizations from and representatives of the marijuana industry are not eligible to participate in any services offered by Career & Professional Development including, but not limited to, posting jobs on ZagsIgnite, conducting on-campus interviews, and participating in career fairs.

Solicitation

Employers are not allowed to recruit for positions whose duties will involve the on-campus sale or promotion of products or services to Gonzaga University students, faculty or staff (e.g. Campus Brand Ambassadors).

Commission-Based Opportunities

All organizations/employers are required to fully disclose compensation package and business costs incurred 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. Solely commission-based positions will not be permitted to recruit using Career & Professional Development

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services.

International Opportunities

International job and internship opportunities may be subject to verification with a variety of internal and external resources, including the U. S. Department of State.

Domestic Employment

Career & Professional Development does not post domestic employment positions (e.g. nannies/babysitters, care givers, private tutors, housekeepers, drivers, gardeners, etc.). There are several web or community-based temp agencies and professional services organizations that specialize in this type of employer/employee matching. Individuals wanting to hire Gonzaga University students for domestic positions may advertise in the Gonzaga Bulletin for a fee. They can be reached at: bulletin@zagmail.gonzaga.edu or 509.313.6606.

Network Marketing Organizations

Network marketing organizations and franchises are not considered “employers” by Career & Professional Development and are not eligible to participate in any employer services. Such organizations are those that engage in one or more of the following practices:

- Sponsor an individual to establish their own business for the purpose of selling products or services and/or recruiting other individuals to establish their own business.
- Require an initial capital or cash investment, account balance, or similar fiscal requirements from the individual. Examples of an initial investment include but are not limited to the purchase of a starter kit and/or supplies, payment to attend an orientation or training session, and direct payment of a fixed fee.
- Compensate employees by way of fees derived from, and/or a percentage of sales generated by, other employees under the individual’s sponsorship in the organization.

Graduate School Recruitment

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

Requesting Transcripts/Grades

Employers should work with applicants directly to obtain academic performance information. Applicants should request copies of their official transcripts and have them sent to the employer making the request. In accordance with [FERPA regulations](#), Career & Professional Development cannot provide this information directly to an employer.

Right to Refuse

Gonzaga University has sole discretion regarding access to Career & Professional Development 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 & Professional Development rests with the Assistant Vice President of Career & Professional Development.

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.

Career & Professional Development may, from time to time, revise the Employer Terms and Conditions. Use of ZagsIgnite is governed by the Employer Terms and Conditions at the time of use.