

Recruiting Guidelines

Ridgewater College's Career Services provides an online job board with our partner, [College Central Network](#), where employers post information about current job listings for students and alumni.

Ridgewater College shall not be responsible to anyone who posts, accesses or uses the job board for any direct/indirect harm, damage or loss incurred in connection with such use.

Ridgewater College does not claim any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation. By using the online system to post, retrieve information, or engage in employment activities, the user agrees to the above terms and disclaimer of Ridgewater College liability.

Posting Positions

Posting will remain active for the stated timeframe employers have set. Once a posting expires, it is the responsibility of the employer to repost it. We reserve the right to refuse individual postings.

Ridgewater College Career Services will not post a position if:

- The employment opportunity involves on-campus solicitation or on-campus sales.
- The student/alum is required to purchase, rent, or obtain a line of credit for any type of sales kit or presentation supplies, or to pay for training, classes or products such as insurance, as a condition of employment.
- The student is required to obtain a personal or corporate line of credit.
- The employment or internship opportunity is contingent upon the student paying a fee for employment or placement services.
- The posting is for a part-time commission-only position.
- The employment opportunity resides in a private residence or the main contact information in the posting relates to a personal email, phone and/or address. Only exception would include an arrangement through a service provider with approved employer status.
- There is not enough information provided in the posting to verify that the organization is an established company
- The company appears to be outside of Minnesota with virtual opportunities for students. These opportunities usually do not follow the U.S. Department of Labor's guidelines.
- The posting is for advertisements for competitions or contests.
- The company site is posting political advertising on website for political gains
- The individual hired is not a direct employee of the organization (including direct marketing and Multi-Level Marketing).
- The posting is for promotions not related directly to hiring for employment.
- The internship posting does not follow the U.S. Department of Labor's [guidelines](#) as determined by the Fair Labor Standards Act (see *Posting Internships* below).



A member of Minnesota State

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We ask that:

- Employers will maintain confidentiality of student information, regardless of source, including job board database.
- Employers must comply with EEO and Affirmative Action principles in recruiting activities.

Posting Internships

- Internships consist of structured learning experiences with outlined responsibilities, regular supervision and evaluation process. Outlined responsibilities should relate directly to the students major or career interests.
- Unpaid internships with for profit companies must adhere to the U.S. Department of Labor guidelines. <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf> . Please review before posting.

Third Party Recruiters

Third party recruiters will be allowed to post positions if they provide to the career services staff, when requested, the contact information for the organization for which the third party is providing recruiting services.

- The agency must state that it is recruiting for a third party.
- The third party agency must state that it will not charge any fees to students.