



SUBJECT:	Student Affairs		
POLICY:	312.1 Employer/Recruiter		
PROCEDURE:	312.1.1		
EFFECTIVE:	June 2014	REVISED:	January 2024
		REVIEWED:	

Introduction and Purpose

Great Falls College MSU strives to assist employers in interacting with our students/alumni to inform them of career and employment opportunities. The following policy has been established to determine eligibility of an employing organization to utilize employer services at Great Falls College MSU.

Policy

Employer Eligibility

Approved employers recruiting at Great Falls College MSU must agree to and abide by the following:

- Comply with all federal and state hiring practices.
- Comply with the policies and guidelines of Great Falls College MSU and the Career Services Office.
- Follow the Principles of Professional Practice for Career Services and Employment Professionals as outlined by the National Association of Colleges and Employers (NACE) located at <http://www.naceweb.org/principles/>.
- Not ask, or allow, any Great Falls College MSU employee to screen applicant materials (e.g., resumes/cover letters, transcripts, references) for any purpose, including the giving of College employee’s advice to recruiter/company on which applicants should be interviewed, recruited or hired.
- Not solicit or sell products/services or offer any financial promotional offerings during the course of the recruiting process.
- Not use or disclose student information for any reason, other than recruiting purposes for the posted position, including selling student information to other entities for a fee or other forms of compensation.
- Not charge Great Falls College MSU or any student any fee for services; all fees must be paid by the employer.

General Job Posting

Internships and full-time/part-time jobs shall be posted by employers via the College’s online employment database and job posting system.

The permission to use Great Falls College MSU’s system does not imply College approval or endorsement of the policies, practices or products of the recruiting organization.

The Great Falls College MSU Career Services will determine employer eligibility. The Great Falls College MSU Career Services office reserves the right to refuse any company access to all services.

Great Falls College MSU will not host or post jobs for organizations such as:

- Organizations that require a financial investment, purchase of supplies or equipment or pay a fee as a condition of employment unless such fees are required in accordance with applicable State and Federal laws Policy Manual .
- Positions that would employ students by a private individual with an un-established business and no employment or work-for-hire contract (e.g., babysitting, nanny, caretaker, tutor).
- Employer registrations or job postings for teaching and/or tutors abroad.
- Positions that are completely commission based.
- Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting others to set up their own business.
- Requirement of an initial investment from individuals with the organization itself serving as an umbrella or parent corporation. The initial investment may be a direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
- Requirement of “employee” to collect and deposit gross amount then organization holding back money for advertising, promotions, administrative, or other back office costs before the remainder is released as a net paycheck.

Internship Posting

Internships must follow the Internship Policy (215.1) to be posted.

On-Campus Recruiting

All recruiting activities should be arranged through the Career Services Office. Any College facilities provided for the use of employers in the recruiting process are to be used solely to speak with eligible students/alumni of Great Falls College MSU. Exceptions to this policy must be requested of Career Services in advance.

Permission to use College facilities does not imply College approval or endorsement of the policies, practices, or products/services of the recruiting organization/individual.

Employer / Recruiter Requirements

All employers must be deemed by Great Falls College MSU’s Career Services office to be a legitimate organization with verifiable: business name, physical address, email address, phone number, and name of a contact who can be reached at the address listed by telephone and email.

Reasons for discontinuation of access by employers to the College’s online employment database and job posting system may include, but are not limited to:

- invalid employer e-mail addresses (which includes any email without a company extension, e.g., hotmail, gmail, and msn);
- an incomplete profile;
- potential risks to the health and safety of students;
- inappropriate messaging, or any other practice which is inconsistent with the mission and values of the College;
- asking students to solicit friends, family or other members of the Great Falls College community for any reason;
- any employers that have complaints reported to the Career Services office regarding unethical work practices or treatment of students; and
- if at any time it is brought to our attention that an employer has claims of being involved in scams or a poor Better Business Bureau rating.