Northern Virginia Community College’s (NOVA) Policies Regarding Employer Practices

Employers who recruit at Northern Virginia Community College (NOVA) must comply with state and federal Equal Employment Opportunity legislation, as well as College policy. Failure to do so will result in immediate suspension of recruitment activities, including removal of any active job postings within Career Connection.

Employer information listed in NOVA’s Career Connection database may be shared among NOVA career counselors and additional NOVA employees focused on student employment.

NOVA’s Career Services reserves the right to deny NOVA recruiting privileges (including but not limited to, on campus interviewing, career fairs, job/internship postings) to any organization. Additionally, NOVA’s Career Services has developed the following policies to ensure that NOVA students and alumni are treated fairly and are recruited for viable positions.

Commission-Only Employment - Employers and individuals offering employment/entrepreneurial opportunities must pay a base salary equal to or greater than the federal minimum wage and comply with federal, state and local regulations. Commission-Only Employment & Upfront Product Purchase Employers and individuals offering employment or entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase products or services upfront are not permitted to recruit on campus or attend career fairs. All job postings must clearly state that there is an upfront cost. If this is not transparent, your postings will be deleted without notification.

“Pyramid” or “Multi-Level” Employers – Employers or individuals offering employment or entrepreneurial opportunities based on a “pyramid” or “multi-level” type networking structure requiring or encouraging the recruitment of others who recruit others and to sell products and services will not be permitted to recruit on campus, post job notices, or attend job fairs.

Independent Contractor Arrangements – NOVA Career Services does not post job advertisements or support other recruiting efforts on campus for individuals, organizations, or companies seeking independent contractors or individuals who would be issued an IRS form 1099.

Third Party Recruiters -

Definition of Third Party Recruiters: “Third Party Recruiters” are defined as organizations, including temporary employment agencies, that recruit candidates for temporary, part time or full time employment opportunities for other organizations rather than for their own organization’s internal hiring needs.

Policies for Third Party Recruiters: Third Party Recruiter shall agree in writing to the terms of a Third Party Recruiter Agreement, as provided by NOVA. Agencies will follow EEO standards in their recruiting activities. Third-party recruiters who charge a fee to candidates will not be allowed to participate in any NOVA career activities, such as posting positions in NOVA’s career database and participating in any on-campus recruitment activities. Agencies will also disclose to students the name of the client that the third party recruiter is representing and to whom the student’s credentials will be disclosed. Short term employment opportunities must be intended to exceed a duration of thirty days to be posted on NOVA’s online career database.

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Babysitting, Home Health or other In-Home Employment - Individuals may not post jobs or other positions in NOVA’s online job/internship database where an employee will work out of someone else’s dwelling (including but not limited to, houses, apartments, condos). Individuals may instead post a flyer at NOVA campuses via NOVA’s Student Life offices.

Door to Door Sales - Companies who are recruiting for positions involving door-to-door sales, and/or pay their employees with cash will be denied access to NOVA students and alumni.

Foreign-Based Companies - Companies with no U.S. locations and third party recruiters (in addition to the above requirements) who represent such companies must provide NOVA’s Career Services two reference letters from two different career services professionals representing regionally accredited U.S. colleges or universities before they will be granted access to NOVA students and alumni. All postings must contain English translation, including the company’s website.

Internships - If your company or organization has legal questions regarding whether or not an internship position should be paid, we suggest you review the information on the Department of Labor’s Wage and Hour Division Web site and the DOL "Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act" (http://www.dol.gov/whd/regs/compliance/whdfs71.htm) available for download from the Employer section of NOVA’s Career Services Web site, as well as seek counsel from your legal advisor.

NOVA’s Career Services reserves the right to investigate any student, alumni, staff or faculty complaint(s) about employers recruiting at NOVA. If NOVA determines that the complaint is justified, that employer will lose their access to NOVA students and alumni. NOVA may also report the offending organization to appropriate agencies. NOVA will provide written notification to the employer if an investigation is being conducted.

Additional Considerations: NOVA’s Career Services does not provide services, rooms, or sponsorship if:

• The opportunity involves on-campus solicitation, posting of materials, or sale of products and services.

• The organization is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses.

• The organization is unable or unwilling to provide business contact information in Career Connection with contact name, business address, phone number, website and business email address (non-corporate email addresses such Hotmail, Yahoo, or Gmail are not accepted).

• The organization requires an initial payment or investment with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to the requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase, rent, or place a deposit on a starter kit, sales kit, samples, or presentation supplies.

• The organization fails, for any reason, to provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, or applicant requirements (ex: specific software).

• The organization is unable or unwilling to provide written documentation of registration with a Better Business Bureau if so requested.

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Requests from organizations to target only specified audiences:

• NOVA’s Career Services serves the Northern Virginia Community College student population and will not advertise positions or sponsor organizations that restrict consideration to specific populations based on race, color, religion, sex, or national origin.

• NOVA’s Career Services will advertise opportunities that prefer specific populations if they also will consider other students or have opportunities open to all interested students.

Disclaimer: NOVA’s Career Services (CS) acts only as an intermediary between employers posting opportunities and candidates searching for employment opportunities. CS is not responsible for safety, wages, working conditions or other aspects of on- or off-campus employment. CS does not guarantee that all jobs listed are still available. All job postings are posted at the discretion of CS. We will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, or gender. CS also reserves the right to refuse to post jobs that do not support the interests of NOVA students. Although CS works diligently to verify the authenticity and/or legitimacy of the positions that are posted, we do not guarantee or take responsibility for (a) the truthfulness, accuracy, quality, safety, morality, desirability or legality of employer information and position listings, (b) the ability of employers to offer job opportunities, or (c) the hiring, recruiting or other practices of any employer.