

Policies Regarding Employer Recruitment & Engagement Practices

Employers who recruit at Northern Virginia Community College (NOVA) must comply with all Federal, State and Local legislation and College policies, including, but not limited to, the following policies that are in place to ensure NOVA students and alumni are treated fairly and are recruited for viable positions.

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NACE Principals for Ethical Professional Practice

As a member school of the National Association of Colleges and Employers (NACE), our Business Engagement & Career Services team adheres to the [\(NACE\) Principles for Ethical Professional Practice](#) and expects employers to as well.

Equal Opportunity and Nondiscrimination

Northern Virginia Community College is committed to a policy of nondiscrimination in [employment and educational opportunity](#). This policy specifically prohibits discrimination on the basis of race, sex (including pregnancy), color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, family medical history or genetic information, or against otherwise qualified persons with disabilities in educational and employment opportunities, programs and activities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Harassment of an individual or group on the basis of any of these factors has no place in a learning or work environment and is prohibited.

NOVA Business Engagement & Career Services will not advertise positions or sponsor organizations that restrict consideration to specific populations based on race, color, religion, sex, or national origin. NOVA Business Engagement & Career Services will advertise opportunities that prefer specific populations, based on bona fide needs, if they will also consider other students or have opportunities open to all interested students.

Family Educational Rights and Privacy Act (FERPA)

Employers must comply with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the [Family Educational Rights and Privacy Act \(FERPA\)](#). Employers who receive student resumes and educational information may use it only for the original purpose for which disclosure was granted. Thus, employers may not transmit or disclose student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly re-discloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.

The Fair Labor Standards Act

If your company or organization has legal questions regarding whether or not an internship position should be paid, we suggest consulting the U.S. Department of Labor issued [Fact Sheet #71: Internship Programs under the Fair Labor Standards Act](#). This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).

Anti-discrimination provision of the Immigration and Nationality Act

Employers must abide by the Department of Justice’s Immigration and Nationality Act prohibiting unfair immigration-related employment practices ([8 U.S.C. § 1324b\(a\)\(1\)\(B\)](#)). We highly recommend reviewing the guidelines from the Department of Justice for [Best Practices for Recruiting and Hiring Workers](#).

Career Connection Accounts

Employers that wish to fill full-time, part-time, internships or apprenticeship positions are eligible to request an account to post their opportunities in NOVA's [Career Connection](#). To request a NOVA Career Connection account, **all employers are required to provide the following information:**

- Organization Name
- Organization Description
- Organization Industry
- Type of Organization
- Number of Employees
- Company Website
- Representative Contact Information
 - **All email addresses must match the organization's website domain address**
- Relationship to College
- Business Address Information
 - **Residential business addresses, including but not limited to houses, apartments, condos, or PO boxes are not accepted (exceptions available at our discretion)**

NOVA Business Engagement & Career Services **will not approve** employers for a Career Connection account or recruitment and engagement activities for the reasons below including but not limited to:

- An organization does not have a functioning website
- An organization is attempting to use a non-business email address (@gmail.com, @yahoo.com, @hotmail.com, etc.)
- An organization is attempting to use a residential business address, including but not limited to houses, apartments, condos, or PO boxes (exceptions available at our discretion)
- An organization is unable or unwilling to provide us with any information that we request in a timely manner
- An organization is unable or unwilling to provide written documentation of business registration with the state's governing agency **if requested** (State Corporation Commission, Secretary of State, Division of Corporations, IRS tax exemption, etc.) to substantiate the legal status or location of the business

We require 2-5 business days to review as well as approve or deny an employer's request for an account.

NOVA Business Engagement & Career Services reserves the right to share employer information listed in NOVA's Career Connection database with NOVA Students, Alumni, Career Counselors and other NOVA employees focused on student employment. NOVA acts only as an intermediary between employers and candidates searching for employment opportunities and does not vet or screen candidates on behalf of employers.

Job Postings

NOVA Business Engagement & Career Services does not support the following types of employment:

- Positions that require an initial payment or investment with the organization including, but not limited to, an application fee; 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
- Positions that involve on-campus solicitation, posting of materials, or sale of products and services
- Positions (or employers) producing, testing, distributing, or otherwise promoting products related to the cannabis industry, in order to comply with both state and federal law
- Commission-only employment
- Independent contractor positions
- Pyramid or multi-level marketing employers
- Door-to-door sales positions
- Personal services (babysitting, in-home tutor, dog walker, etc.)
- Volunteer positions

Job Posting Details:

We require 2-5 business days to review and approve or deny an employer's job posting request.

The following details are needed for NOVA Business Engagement & Career Services to review a job posting:

- Job Title
- Position Type
- Job Function
- Job Location
- Job Description
- Posting Date & Expiration Date
- Resume Submission Method
- Program of Study
- Job Posting Contact Name
- Job Posting Contact Information (**email addresses must match the organization's website domain address**)
- Application Process and Requirements

Receiving Applications: The email address that an employer receives applications to must match the organizations website domain. We do not allow employers to receive applications and/or application materials to non-business email addresses (@gmail.com, @yahoo.com, @hotmail.com, etc.).

Internships

Internships offered by for-profit companies must be paid, offering an hourly wage or stipend. **Non-profit organizations or government agencies may offer unpaid internships.**

Internship opportunities are posted in Career Connection. Students may participate in internships for academic credit or do so independently for the experience. Employers hosting students earning credit will complete a Coordinated Internship Agreement packet. Internships for credit will coincide with the academic term (Fall, Spring and Summer). Deadlines vary as they are tied to the student getting approvals for the internship program and registering for classes in accordance with the academic calendar each term. It is the student's responsibility to work with faculty and their department to get the course approved for credit and register for credit. Non-credit internships may be more flexible in terms of start and end dates, but should also be for a limited time in duration and provide direct mentoring and supervision. Non-credit internships do not require an agreement with the College. Internship supervisors should have work or educational background related to the work the intern does in order to provide quality and meaningful supervision over the work product of the intern.

Recruitment Events & Engagement Opportunities

NOVA Business Engagement & Career Services offers multiple recruitment and engagement events and opportunities.

Employers must submit a valid application to participate via Career Connection to be considered for an event. NOVA Business Engagement & Career Services reserves the right to approve/deny applications based on criteria that best suits student needs and does not operate off a first come first served basis. Third-Party Recruiters may attend events on a case-by-case basis.

NOVA Business Engagement & Career Services does not allow the following for events and programs:

- Walk-ins are not accepted at any event.
 - **If an application was rejected or an employer was placed on a waitlist and the employer still arrives to the event, they will be turned away.**
- Advertising of any NOVA event to invite attendance by the general public is prohibited.
- Employers are encouraged to post on social media that they have attended our events.
- Attendance without paying an event fee **(if applicable)** by the payment deadline is prohibited.

Employers are highly encouraged to review all information and instructions presented in communications leading up to an event, and the event application, to ensure ease of process.

Third Party Recruiters

Third Party Recruiters are defined as organizations, including temporary employment agencies, which recruit candidates for temporary, part time, or full-time employment opportunities for other organizations rather than for their own organization's internal hiring needs. Third-Party Recruiters shall agree in writing to the terms of this Third-Party Recruiter Agreement, as provided by NOVA Business Engagement & Career Services. 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 recruitment and engagement or career services activities. Additionally, NOVA Business Engagement & Career Services **will not** be partnering with any Hire-Train-Deploy/Recruit-Train-Deploy employers at this time. Third-Party Recruiters 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 services management platform, Career Connection. Third-Party Recruiters only pursuing in-house direct hires, will also need to sign the Third-Party Recruiter Agreement to understand the policies if they decide to post third-party job postings. We require a signed Third-Party Recruiter Agreement from each representative from a Third-Party Recruiter that will serve as a contact with NOVA.

Start-ups

Start-ups must have progressed sufficiently in their business development process so that they can provide a company name, valid business address, and functioning website/email address. Start-ups must be able to present the necessary business licenses if requested. Additional considerations will be given to start-ups participating in a formal, competitive, start-up mentoring program.

Internationally 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 Business Engagement & 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.

Violation of Recruitment Policies

NOVA's Career Services reserves the right to deny or revoke recruiting privileges to any organization. Failure to adhere to our recruitment policies or to provide the requested business information will result in immediate suspension of recruitment activities, including removal of any active job postings within Career Connection. NOVA Business Engagement & 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 organization to appropriate agencies. NOVA will provide written notification to the employer if an investigation is being conducted.

*NOTE: These policies are subject to change and will be updated as needed without further notice from time to time at the sole discretion of the College. Updated policies will be posted to the College's website.