



Excelsior College Career Center Recruiting Policy for EC JobLinks:

Excelsior College values and fosters respect for the health, welfare and dignity of all individuals. Organizations that do not share these values may not be invited to post positions to Excelsior for the purposes of recruitment.

Therefore, the following types of job postings will be rejected:

- Postings that discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.
- Position postings that involve marketing alcoholic beverages and/or other products which may harm an individual's health.

No Fees or Solicitation Permitted

EC Job Links is a free service to Excelsior students and alumni, therefore, job postings that involve online solicitation, or sale of products or services to students will be rejected.

Also, in no case, will the Career Center refer, electronically or otherwise, students to agencies that charge fees to the job seeker, and such job postings will be rejected.

Exception: This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.

Limits on Resume Book Access

Excelsior strives to provide its students and alumni with access to quality employers and legitimate employment leads. In order to meet the needs of its students and alumni in this regard, resume book access will not be provided to:

- individuals with no land address for their business
- individuals who do not have an e-mail address specific to their organization
- third-party recruiters.

Privacy of Candidate Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Career Center only releases candidate information with the written permission of the employment candidate and only to the identified employers.

General Disclaimer: Excelsior College reserves the right to reject any posting, at any time, for any reason.

Questions on this policy may be directed to Maribeth Gunner Pulliam, MS Ed, Director of Career Services at ECjoblinks@excelsior.edu