



Recruiting Guidelines

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Azusa Pacific University welcomes employers and offers them the opportunity to recruit on campus, post jobs and internships, conduct information sessions, and participate in Career Services recruiting events if the company/organization represented understands and abides with the following guidelines:

Noncompliance with State and Federal Laws and APU Education Goals

APU reserves the right to refuse usage of the Office of Career Services facilities and services to any employer or organization not in compliance with state and federal law pertaining to Equal Employment Opportunity. Equal Employment Opportunity extends to all aspects of the employment relationship including hiring, recruiting, interviewing, selection, transfer, promotion, training, working conditions, compensation, benefits, and other terms and conditions of employment.

In addition, APU maintains the right to refuse usage of Career Services' facilities and services to any employer or organization whose policies or goals are determined to be in conflict with the mission of the University.

Third Party Employment Agencies

Representatives may recruit or post opportunities through Career Services under the following conditions:

- No fee is charged to the student or applicant.
- The name of the hiring company is released to Career Services staff (only) and is approved by the staff.
- The hiring company is an Equal Opportunity Employer.

Fees to Students

APU will not grant campus recruiting privileges or online recruiting access to organizations which charge a fee (e.g., certification or licensing fee, equipment purchase, initial investment in the company etc.) to students or applicants.

Student Confidentiality

Recruiters will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations. Career Services will also protect the confidentiality of students and will not release student résumés or information to employers without the student's consent.

Other Policies

The final approval for organizations to utilize Career Services' resources and/or to recruit APU students is dependent upon the authorization of the director of Career Services and the associate dean of students.

APU Career Services expects employers to abide by NACE's Principles for Professional Conduct:
www.nacweb.org/committee/whitepapers/Principles_for_Professional_Conduct.pdf