

RECRUITING GUIDELINES FOR DORDT UNIVERSITY

The Career Development staff is committed to making sure your recruitment experience with our students and alumni is a positive one. In turn, employers are expected to maintain a positive, collaborative working relationship with all Career Development staff. That includes cooperation with our policies and procedures, providing hire data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA).

Career Development at Dordt University adheres to the NACE Principles for Professional Practice for Career Services and Employment Professionals

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employment purposes. If an organization improperly rediscloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.

Third-Party Recruiters

Third-Party recruiters are agencies, organizations, or individuals recruiting candidates for employment opportunities other than for their own staffing needs. Those that do not charge a fee to job seekers may post announcements regarding job/internship opportunities. Third-Party recruiters who do charge a fee to candidates will not be permitted to post such notices.

Career Development will request contact information for the organization for which the third-party is providing recruiting services if/when there is concern related to a company. We will respect the confidentiality of this information and not publish it in any manner. Any disclosure of student information outside of the third-party recruiting organization and the company they are re4

Development office for information regarding a specific major.

Recruit On-Campus

