

**Baylor University**  
**Office of Career and Professional Development**  
**Career Fair Recruiting Policy**



**Disclaimer**

Baylor University Office of Career and Professional Development requires all employers who participate in campus career fairs to follow Equal Employment Opportunity (EEO) practices as well as NACE Professional Standards in the recruiting process.

By registering your company or organization for the fair, you agree to accept and comply with the policies and procedures of the Office of Career and Professional Development regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our student body.

**Recruiting Policies and Procedures for Employment Professionals**

You are invited to register for career fairs if you are an employer with actual or anticipated bona fide entry-level positions, career-related paid or non-paid internships, co-op positions and summer jobs. A bona fide full-time or part-time position is defined as a career opportunity that is salaried (not 100% commission) and does not require the candidate to pay a fee for training, purchase a membership and/or products, or any other job-related expenses.

**Employers offering “straight commission” or “salary draw” positions:** Employers with “straight commission” or “draw against future earnings” positions may request to attend career fairs. However, the terms “straight commission” or “draw” must be explicitly stated in the job description so that students are aware and can make a decision as to whether or not they are interested in those opportunities. Note: A draw against future earnings does not constitute a salary.

Approved participating employers are expected to be familiar with and to abide by the NACE Principles for Professional Conduct for Career Services and Employment Professionals

(<http://www.nacweb.org/principles/?referral=knowledgecenter&menuID=203&nodetype=4>).

**Employment Practices for Third Party/Contract Recruiters/Staffing Agencies:** Third parties (employment/staffing agencies and search firms) may register for the job fair provided that they:

- Charge no fees to the candidate
- Provide the name of the client company that you are working with for staffing needs
- If requested, provide a position description for valid openings
- In accord with the Family Educational Rights and Privacy Act, release candidate information provided by the colleges and universities exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA)

You must comply with the above conditions in order to be approved to attend the career fair.