**Recruiting Policies**

Indiana University School of Informatics and Computing acts as a referral service by permitting employers to post information about current job listings. The University is unable to research the integrity of the organizations or persons who list jobs with us, and we make no representations, recommendations, or guarantees regarding any jobs posted or employment data transmitted through SoIC Careers. We urge students to exercise caution and common sense when applying for any position.

The University shall not be responsible to anyone who posts, accesses information, or otherwise uses SoIC Careers for any direct or indirect harm, damage, or loss incurred in connection with such use, regardless of the nature of the claim or cause of action. Without limiting the foregoing, the University expressly disclaims any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation.

By using the online system to post, retrieve information, or engage in employment activities, the user shall be deemed to understand and agree to the above terms and disclaimer of University liability.

We ask that employers abide by the Principles for Employment Professionals of the National Association of College and Employers (NACE).

**Posting Positions**

Postings will remain active for no more than 60 days. Once a posting expires, it is the responsibility of the employer to repost it.

The School of Informatics and Computing Career Services will not post a position if:

- The employment opportunity involves on-campus solicitation or on-campus sales.
- The student is required to purchase, rent, or obtain a line of credit for any type of sales kit or presentation supplies.
- The student is required to obtain a personal or corporate line of credit.
- The employment opportunity is contingent upon the student paying a fee for employment or placement services.
- The posting is for a part-time commission-only position.
- The position requires that Indiana University be entered into an employment contract as a subcontractor.
- The position requires an affiliate of Indiana University to sign an assumption of liability waiver.

We do not permit job postings or grant access to other online job posting sites via SoIC Careers.

We do not post advertisements for competitions or contests.

We reserve the right to refuse individual postings.
Third Party Recruiters

Third party recruiters will be allowed to post positions if they provide, in the job posting, the name of the organization for which the third party is providing recruiting services. The third party recruiter must also provide contact information for the organization for which the third party is providing recruiting services to the soiccareers@soic.indiana.edu.

The third party agency must state that it will not charge any fees to students.

The third party recruiter may only disclose student information for the open and advertised position. Any other disclosure of student information must have the written consent of the student.

Third party recruiters may not attend career fairs unless they are hiring for their own office. Exceptions will be made on a case by case basis for third party recruiters who recruit for a specific area, such as the life sciences or have an outsourced human resources contract with a particular employer.

Third party recruiters may not have access to the resume database and they may not participate in on-campus recruiting.

Compliance with Equal Employment Opportunity (EEO) and Affirmative Action Principles

Employment professionals will comply with EEO and Affirmative Action principles in recruiting activities in a manner that includes the following:

- Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request.
- Reviewing selection criteria for adverse impact based upon the student’s race, color, national origin, religion, age, gender, sexual orientation, or disability.
- Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process.
- Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force.
- Informing campus constituencies of special activities that have been developed to achieve the employer’s affirmative action goals.
- Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.