

## **EMPLOYER JOB POSTING GUIDELINES**

### **USFSP CAREER CENTER**

The University of South Florida St. Petersburg's Career Center job listing service, Recruit-a-BULL, is intended to provide USF students and alumni with current information on employment opportunities. Advertisement of a position vacancy in Recruit-a-BULL does not indicate an endorsement or recommendation by USF or the Career Center.

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**Right of Refusal:** The Career Center reserves the right to edit or refuse job advertisements.

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#### **Policies:**

- Employers that are the direct hiring authority/organization may advertise part-time (temporary and short-term positions), internships, cooperative education and full-time (degree and non-degree) positions.
- Employers must be an equal opportunity employer and adhere to the National Association of College & Employers (NACE) ethical standards of recruitment. (The full text of this policy is available at <http://www.naceweb.org/principles/default.htm>).
- Employers must have an active account in Recruit-a-BULL for each organization for which they are hiring. If an employer has more than one organization that he/she is recruiting for they must establish a separate account for each organization.
- Employers who access student resumes for other than legitimate recruitment purposes will be blocked from further use of the Career Center recruitment services.
- Non-direct hiring employers (defined as third-party or contract recruiters) may advertise in Recruit-a-BULL provided they have signed a Third-Party or Contract Recruiter Policy Agreement. Such employers will only be allowed access to posting jobs, not to viewing student profiles.
- Employers who seek to fill full or part-time non-degree positions may advertise in Recruit-a-BULL. Such recruiters will only be allowed access to posting jobs, not to viewing student profiles.

- Eligible employers who have been granted active access to Recruit-a-BULL may enter their own position listings.
  - All employer vacancies are set to 'Pending' status until reviewed and approved by the Career Center staff.
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### **Job Announcement Guidelines:**

#### **Types of positions that can be listed:**

- Part-time on and off-campus (includes OPS and FWS)
- Temporary and short-term positions
- Internships (paid and unpaid, credit optional)
- Cooperative Education
- Full-time (degree and non-degree)

#### **Job Listing Content**

Only position vacancy announcements can be advertised. Career fairs and/or other career related events, if appropriate, will be posted on the Announcements screen for student viewing.

Job content must include all fields that are specified as required on the on-line form.

Any “upfront” fees, training or product purchases must be disclosed in the position description.

#### **Posting Timeframe**

If the employer does not establish a timeframe for advertising, the position will be closed in the system after 60 days. Employers will receive an automatic notice that their position is closing 24 hours in advance so changes can be made if necessary. All positions will remain in the system so an employer can simply re-open the position if needed.