SpiderConnect Posting Guidelines
University of Richmond, Office of Alumni & Career Services

Thank you for your interest in recruiting at the University of Richmond. In our effort to maintain the integrity of recruiting, the Office of Alumni & Career Services (OACS) upholds standards by which all recruitment and postings in SpiderConnect, our online recruitment database, must adhere:

1. **Contact Integrity**
   Contact information in either a SpiderConnect account or posting must be:
   - Email: tied to the organization and not listed with a free web-based or personal address (@gmail.com, @yahoo.com, @verizon.net, etc.);
   - Phone: tied to a company contact and not a generic toll-free number;
   - Physical Address: present and verifiable; no PO Box addresses accepted.

2. **Third-Party Recruiters (Employment Agencies, Search Firms, and Contract Recruiters)**
   All agencies/recruiters must disclose the client’s name to OACS staff prior to the posting being accepted in SpiderConnect. The posting itself does not have to include the client’s name and OACS staff will not reveal your client’s identity to interested candidates, unless otherwise authorized. Third-party recruiters are not permitted to charge candidate fees for use of services.

3. **Resume Referral Firms and Job/Internship Board Websites**
   All postings in SpiderConnect must be tied directly to an individual employer. Postings from resume referral firms or independent job/internship board websites designed for the collection of resumes on behalf of a large number of employers will not be accepted into the SpiderConnect system.

4. **National Association of Colleges and Employers (NACE) Recruiting Standards**
   All NACE Principles for Professional Practice (http://www.naceweb.org/principles) must be followed, including non-discrimination and Equal Employment Opportunity Commission hiring practices.

5. **Unpaid Internships**

6. **Work Authorization**
   The U.S. Department of Justice requires employers, recruiters, and others posting employment ads to comply with all applicable equal employment opportunity laws, including the anti-discrimination provision of the Immigration and Naturalization Act. More information can be found at the following Department of Justice website: http://www.justice.gov/crt/about/osc/htm/best_practices.php

7. **Work in Private Homes**
   OACS does not post opportunities that require work in the private home of the employer. To post a notice on campus for a babysitter for your family, contact the Center for Student Involvement at (804) 289-8505.
8. **Professional Opportunities**  
All positions should be pre-professional or professional in nature, as determined by OACS staff. If the position is in question, contact Career Services via email (hirespiders@richmond.edu) or (804) 662-3032. To post a notice on campus for part-time employment that is not pre-professional in nature, contact the Center for Student Involvement at (804) 289-8505.

9. **Marketing & Advertising**  
SpiderConnect and OACS social media feeds (LinkedIn, Twitter, etc.) are designed to connect students to career readiness programming and networking opportunities. No advertising is allowed for products and services other than to draw interest to active job/internship postings.

10. **Buy-ins or Fees**  
Any fees required of the candidate should be outlined in detail in the posting description. This includes training costs, license fees, travel expenses, investments of personal capital, etc.

11. **Independent Contract & Commission Only**  
We welcome independent contract and commission only positions; however, details of the income structure must be stated clearly in the job description.

12. **Application Procedures**  
The application procedure must be clearly stated. No phone or in-person applications are accepted through SpiderConnect.

13. **Adult Consumption/Adult Entertainment**  
No adult entertainment industry positions, escort services, presentation modeling, or similar activity associated with the illegal use or distribution of alcohol or drugs as noted by the Commonwealth of Virginia ([http://law.lis.virginia.gov/vacode](http://law.lis.virginia.gov/vacode)) will be accepted.

14. **University of Richmond Office of Alumni & Career Services Rights**  
The University of Richmond Office of Alumni & Career Services strives for open access and connections between students and employers. However, OACS reserves the rights to accept or deny any position or recruiting organization based upon internal criteria. Additionally, OACS may deny or remove access rights for organizations that do not meet the above standards or do not match the mission of OACS, or the University of Richmond ([http://www.richmond.edu](http://www.richmond.edu)).