SPIDERCONNECT RECRUITMENT AND POSTING GUIDELINES

In our effort to maintain the integrity of recruiting, the Office of Alumni & Career Services (OACS) at the University of Richmond 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 Workplace Address: present and verifiable; P.O. Box or residential addresses are not permitted.

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

3. **Professional Opportunities**
   Opportunities must be pre-professional or professional in nature, as determined by OACS staff. The opportunity must augment the applicant’s major and/or professional career. If the opportunity is in question, contact Career Services via email (hirespiders@richmond.edu) or (804) 662-3032. To post opportunities that are not pre-professional or professional in nature, contact the University’s Center for Student Involvement at (804) 289-8505.

4. **Work in Private Residence**
   Opportunities that require work in a private residence will not be posted. If the employer works from home, the University highly recommends the use of public meeting spaces to interact with applicants and workers. To post a personal opportunity; such as care-giving, landscaping, etc., contact the University’s Center for Student Involvement at (804) 289-8505.

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

6. **Resume Referral Firms and Job/Internship Board Websites**
   Postings 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 permitted.
7. **Unpaid Internships**

8. **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](http://www.justice.gov/crt/about/osc/htm/best_practices.php).

9. **Marketing & Advertising**
   Marketing and advertising of products and services other than to draw interest to an active opportunity posting is not permitted.

10. **Buy-ins or Fees**
    Buy-in or fees required of the applicant must be outlined in detail in the posting. This includes training costs, license fees, purchase or rent of starter/sales kit, samples, presentation supplies, etc.

11. **Independent Contract & Commission Only**
    Independent contract and commission only opportunities are welcome; however, details of the income structure must be clearly stated.

12. **Application Procedures**
    Application (how to apply) procedure must be clearly stated. Phone or in-person applications are not permitted.

13. **Adult Consumption/Adult Entertainment**
    Adult entertainment industry opportunities, 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 not be permitted.

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, alumni, and organizations. However, OACS reserves the rights to accept or deny any opportunity or recruiting organization based upon internal criteria. Additionally, OACS may deny or remove access rights for organizations that do not meet the Principles, Policies, and Guidelines found on the Career Services website, ([https://careerservices.richmond.edu/employers/recruit-at-richmond/recruiting-policies.html](https://careerservices.richmond.edu/employers/recruit-at-richmond/recruiting-policies.html)), or do not match the mission of OACS or the University of Richmond ([http://www.richmond.edu](http://www.richmond.edu)).