

Employer Recruitment Policies

Employers who recruit Troy University students must comply with state and federal [Equal Employment Opportunity legislation](#), as well as University policy. Failure to do so will result in immediate suspension of on campus recruitment activities, including removal of any active job postings within our Handshake system.

Additionally, the Office of Career Services has developed the following policies to ensure that Troy University students and alumni are treated fairly and are being recruited for viable positions. Career Services reserves the right to deny recruiting privileges (resume book access, on campus interviewing, career fairs, job postings, etc.) to any organization. Employers must first be approved by the Office of Career Services and may not solicit students using official Troy University resources.

Commission-Only Employment

Employers and individuals offering employment/entrepreneurial opportunities must pay a base salary equal to or greater than the federal minimum wage and comply with federal, state and local regulations.

Upfront Product Purchase

Employers and individuals offering employment /entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase products or services upfront are not permitted to recruit on campus or attend career fairs.

“Pyramid” or “Multi-Level” Employers

Employers /individuals offering employment /entrepreneurial opportunities based on a “pyramid” or “multi-level” type networking structure requiring or encouraging the recruitment of others who recruit others and so on to sell products and services will not be permitted to recruit on campus or attend Job Fairs.

Third Party Recruiters

Definitions of Third Party and Temporary Employment Agencies: Third Party or Temporary Employment Agencies are organizations or individuals that recruit candidates for temporary, part time or full time employment opportunities for other organizations rather than for their own organization’s internal hiring needs.

Policies for Third Party and Temporary Employment Agencies:

Agencies wishing to list a position with the Troy University Career Center’s Handshake system must adhere to the following:

- For Job Postings, provide the name of the client you are representing in the Job Description
- State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. We will not post any opportunities that require students to pay fees.
- Agree that you or your client may not forward Troy University students’ resumes to any other party without the student/applicant’s written consent. Failure to comply with this is a violation of The Family Education Rights and Privacy Act of 1974.
- Third party recruiters, whether recruiting for internal or third party organizations, must identify themselves as so on their career fair registration form and will be accepted on a conditional basis.

Babysitting or other In-Home Employment

We do not post babysitting jobs or other positions where an employee will work out of someone else’s dwelling (house, apartment, condo, etc).