

Career Center Recruiting Policy for Employers

Postings that discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status will be rejected and not posted to our students.

Jobs and internships based out of an individual's home will be posted and managed by the Career Center.

Siena College espouses the Franciscan values of service to others, and respect for all individuals. Organizations that do not follow these values may not be invited to post positions to Siena students nor come to campus for the purposes of recruitment.

Resume book access will not be provided to:

- Individuals with no land address for their business
- Individuals who do not have an e-mail address specific to their organization (i.e. gmail, yahoo, etc)
- Third-party recruiters

We reserve the right to restrict resume book access to any organization, at any time, for any reason.

Position postings that involve marketing alcoholic beverages and/ or other products which may harm an individual's health may be rejected.

Job postings must not involve on-campus solicitation, posting of materials on campus, or sale of products or services to students. Such postings will be rejected.

In no case will the Career Center refer, electronically or otherwise, students to agencies that charge fees to the job seeker, and such job postings will be rejected. **EXCEPTION:** This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.

In accordance with the Family Educational Rights and Privacy Act, the Career Center releases candidate information only with the written permission of the employment candidate and only to the identified employers. Re-disclosure of candidate information is not permitted.