

Hope International University welcomes employers and offers them the opportunity to post jobs and internships, recruit on campus, conduct information sessions or tables, and participate in Career Services events if the company/organization represented understands and abides with the following guidelines:

GENERAL GUIDELINES & POLICIES:

The Hope International University Office of Career Services seeks to partner with local and national employers to maximize their recruiting efforts and results, and to assist our students in making informed and meaningful career decisions. We promote opportunities that assist our students in gaining exposure to their life-calling, career industries, or any vocational aspect of their future.

Mission Statement: *The Office of Career Services strives to empower students and alumni to identify and utilize their strengths, abilities, interests, and goals as they prepare to go serve the Church and impact the world for Christ.*

As a Christian, comprehensive, four-year liberal arts institution of higher education, HIU does not promote or post positions in establishments such as casinos, bars, and nightclubs. The Office of Career Services reserves the right to promote positions and employers that best meet HIU's student population and needs.

NONCOMPLIANCE WITH STATE AND FEDERAL LAWS AND HIU EDUCATION GOALS

HIU reserves the right to refuse usage of the Office of Career Services facilities and services to any employer or organization not in compliance with state and federal law pertaining to Equal Employment Opportunity. Equal Employment Opportunity extends to all aspects of the employment relationship including hiring, recruiting, interviewing, selection, transfer, promotion, training, working conditions, compensation, benefits, and other terms and conditions of employment.

In addition, HIU maintains the right to refuse usage of its Career Services' facilities and services to any employer or organization whose policies or goals are determined to be in conflict with the ideals, principles, and practices of the University as a Christian institution of higher learning. Job listings ineligible for posting on HIU's job database or setting up an Information table on campus include, but are not limited to, the following:

- Job listings for positions that take place in a private residence such as babysitting, in-home businesses, private tutoring, etc...;
- Job listings from third party employment agencies or recruiters;
- Job postings for positions from network marketing organizations, also known as multi-level marketing, pyramid selling, and referral marketing, or from organizations listed on the following company list: [MLM Company List- Wikipedia](#);
- Job listings for positions whose salaries are commission only;
- Job listings for positions that promote alcohol, tobacco use, or gambling;
- Job listings for positions siding with a particular political party;
- Job listings for positions that promote pornography or display of sexually suggestive material;
- Job listings for positions that promote sexual activity outside the Biblical context of a marriage;
- Job listings that risk placing applicants in an immoral, unethical, or potentially dangerous situation;
- Job listings that contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, hateful; or
- Any other job listings the University deems to be inconsistent with the University's ideals, principles, and traditions.

INTERNSHIPS

Internships provide students with the unique opportunity to gain valuable experience in their field of choice. Internship is a broad term that may encompass many different experiences, i.e. paid and unpaid, full time and part time, varying length, for academic credit or no credit, etc.

It is our goal to set guidelines to what we, as the University, classifies as an Internship Experience versus Volunteer Experience. In conjunction with the U.S. Department of Labor's standards, HIU has set the following guidelines in naming an experience as an internship:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The intern is mentored by the employer through regular one-on-ones as professional development.

If the job posting does not meet the above guidelines, as deemed by the university, the position will not be posted as an internship, but has the opportunity to be posted as a volunteer position.

Internships intending to be for academic credit must be approved by the internship supervisor in the individual academic college. Internship supervisors reserve the right to approve or deny all internship sites based on their individual internship requirements.

The U.S. Department of Labor: <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

HIU assumes no responsibility or liability for an employer's hiring practices, workplace facilities, or employment conditions. In using HIU's Career Services' facilities and services, employers agree not to hold HIU responsible for any claims, damages, or losses incurred by the applicant, employer, or any other party as a result of the employer's use of HIU's Career Services' facilities and services.

The Hope International University Office of Career Services reserves the right to maintain or discontinue an employer relationship, decide the appropriateness of a position, and monitor an organization's representatives and hiring practices. Employers who are unable to comply with these general policies should utilize other recruiting resources. If an employer is found to be in violation of these policies, all recruiting privileges will be revoked.

Student Confidentiality

Recruiters will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations. Career Services will also protect the confidentiality of students and will not release student resumes or information to employers without the student's consent.

Job Seekers

While Hope International University Office of Career Development strives to restrict access to their online database to eligible employers, we cannot guarantee that objectionable parties will not gain access to the database.

HIU assumes no responsibility or liability for an employer's hiring practices, workplace facilities, or employment conditions. In using HIU's job database system, students and alumni agree to not hold HIU responsible for any claims, damages, or losses incurred as a result of being recruited for or accepting a position posted on, or found through the database system.

