Job Posting Policies and Procedures

The Office of Career Development at Nova Southeastern University (NSU) adheres to the Principles for Professional Practice set forth by the National Association of Colleges and Employers (NACE). Employers must follow these guidelines to recruit students and alumni from NSU.

CAREERShark Job/Internship Posting Guidelines

In order to recruit students and alumni using the Office Career Development’s CAREERShark database, employers must adhere to the following:

- Clearly indicate the employing organizations name
  - In compliance with the Office of Career Development’s model of transparency, all employer registrations must clearly state who the hiring organizations is, even if a third-party recruiter and/or consultant is assisting with the recruitment process
  - Third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, and/or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for a profit or pro bono, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment
    - Student will not be assessed any fees including, but not limited to, retainers or contingency fees, etc.
- Will not solicit or sell their products during the course of recruiting
  - The recruitment and final hiring decision will not rely on an applicant purchasing and/or selling products of the hiring organization, and/or soliciting potential clients for information with the intent to purchase goods and/or services of the hiring organization
- Will not require prospective employees to purchase products/services in order to be further considered for employment or to continue working for hiring organization
  - A hiring organization will not require a potential employee, or have them solicit individuals to buy, invest and/or sell products of the
organization in order to be hired or continue working within the organization

- Are not based on “pyramid” or “multi-level” type networking structure requiring or encouraging the recruitment of others, who recruit others to sell products or services
  - An applicant’s decision for employment or duties will not include recruiting others to sell products, packages, and/or services
- Will not post positions in a private residence
  - Individuals may not post positions in their personal place of residence for babysitters, home health aides, home attendants, personal shoppers, chauffeurs, etc.
  - All registered employers must have a bricks-and-mortar (B&M) location for centralized company operations
- Fully disclose the structure of their compensation package and business costs incurred though their first year of employment
  - In compliance with the Office of Career Development’s model of transparency, all employer job postings must clearly state the compensation package of salary, hourly commission, sliding scale pay, or any other pay structure
- Offer professional positions that do not require the candidate to pay a fee for training, equipment, application procedures or other job-related expenses
  - An applicant’s hire will not be based on paying fees for out-of-pocket employment related expenses, nor will they be required to pay fees to keep employment for any form of “job-related expenses”

**CAREERShark System**

The Office of Career Development utilizes the Nacelink/Symplicity software system to bring your employment opportunities to our current students and alumni via CAREERShark. The system is free for you to register your organization, and post any vacant employment opportunities that you may have including, but not limited to, internships, part-time and full-time positions.

To post positions on CAREERShark, please visit our website at www.nova.edu/careershark

**STEP 1: Select Employers**

**STEP 2: Click on the "Register and Post a Job to NSU (free)" button**

**STEP 3: Complete the employer registration and job form**
STEP 4: Once approved, you will receive an email message with a username and password to access the system

*Step-by-Step CAREERShark Instructions*

What type of user are you?
- Employer

To the right, under REGISTER, click one of the 3 options:
- Register
- Register and post jobs to NSU (free)
- Register and post a multi-school job (fees associated)

*Employer registration key points:*
- **Description**
  - Enter a brief description of your organization- please describe your company ONLY, as any other description not related will be deleted and will delay your registration approval
- **Website**
  - Please enter a website, if you have one, as it helps the staff with verification and thus speeding up your registration approval
- **Industry**
  - Please select the category that is most-related to the services that your organization provides
- **Organization Name**
  - The name of your company- must be a brick-and-mortar (B&M) establishment
- **Address**
  - All of the fields marked with an asterisk are required but the more information entered, the easier and quicker your registration is approved
- **Contact Information**
  - All of the fields marked with an asterisk are required but the more information entered, the quicker your registration is approved
  - Please make sure to enter your FIRST and LAST name

Select **Submit**

Select **Next**, if you chose *Register and post jobs to NSU (free)* or *Register and post a multi-school job* at the beginning of the registration process, you may proceed to creating a job posting
Please Post One Position Per Form

• **Position Type**
  o Select whether or not the position is full time, part time, internship/co-op, and/or temporary/seasonal (only one selection can be made for each job posting)

• **Title**
  o Enter a valid job title *i.e. Account Manager, Marketing Intern, Programmer*

• **Job description**
  o Insert a very detailed description about the position (at least a paragraph)

• **Job Function**
  o Select what field(s) the position being posted is related to using the drop-down tab provided

• **Resume Receipt (optional)**
  o Select the format that you would like students/alumni to respond to your posting *i.e. email* designate an email address that all applicant information will be sent once a student and/or alumni applies for position

• **Additional documents (optional)**
  o Specify if there are other documents you would like to receive in addition to their résumé

• **Posting Date**
  o The current date of job registration (any other date will be defaulted back to current date before it is approved)

• **Expiration Date**
  o The date that you would like for your posting to no longer be viewable by students/alumni in the system (job postings can be registered for no more than 60 days)

• **GPA (optional)**
  o Designate a specific grade point average that you would like for candidates to have

• **Graduation Date Range Start**
  o Please select a date that specifies when you would like the candidate to have graduated or will graduate from NSU
    - *For example, if you are seeking a student who is about to graduate within the next month, your beginning date would be a specific date during the next month*
    - *If you want someone with more experience such as an alumnus, select a past date*
      - The furthest year back is 2007
• Graduation Date Range End
  o Please refer back to your start date and select an end date

• Work Authorization
  o Select the type of status you would like for the student/alumni to have
    o *Multiple selections can be made by holding down the control key (Windows) or command key (Mac)*

• Requisition # (optional)
  o If your company has a specific identification number to reference the position, please list here

• Desired Start Date (optional)
  o The date when you would like for the applicant to start if hired

• Duration (optional)
  o Please specify a time length for the position if it is temporary/seasonal or an internship/co-op

• Approximate Hours per Week (optional)
  o Please indicate the hours per week that the chosen candidate will work
    o *If there is no specific amount of hours, please estimate*

• Class Level
  o Choose the desired level of college education that you would like the candidate to have
    o *Multiple selections can be made by holding down the control key (Windows) or command key (Mac)*

• Travel Percentage (optional)
  o If traveling is a part of this position, please specify an estimated percentage of the amount required

• Qualifications (optional)
  o There may be specific credentials that you are seeking, and those should be listed here *i.e. analytical skills, customer service skills, ability to multi-task, certification in...*

• Desired Major(s)
  o Decide on the major(s) that the candidate should currently be seeking or have already earned

• Salary Level
  o Signify the salary or hourly rate for the position

• Location
  o Select all locations available for this position, within the U.S. and outside

• Attachment (optional)
  o If there are any additional items that you would like to attach that are related to the position, please add them at this option
Examples: job description, company fact sheet, additional instructions for applying

- Degree Level (optional)
  - Please select the type of degree that you would like the candidate to currently have, if applicable
  - Example: Associates, Bachelors, Masters, Doctoral, etc.

Employer Registration/ Job Posting Disclaimer

All employer registrations/job postings can take up to 48 business hours from date of submission to be approved. To ensure that your registration/posting is approved in a timely manner, please be sure to complete the forms submitted in their entirety. The longer it takes to verify information, or correct forms, the longer it will take to have your registration/posting approved and viewable on the system by students and/or alumni.

Please feel free to contact someone on the Employer Relations Team to learn more about the “Job Posting Policies and Procedures” or to get additional assistance with registering and posting employment opportunities on the CAREERShark system.

Sincerely,

Employer Relations Team
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(954) 262-7201