Recruiting Policies

The Office of Student Employment at IUPUI reserves the right to extend or deny recruiting privileges (job postings, on campus interviewing, career fairs, etc.) to any organization.

Post Jobs & Internships

JagJobs.org is an online job posting system designed to allow employers to post part-time jobs and internships for FREE and manage their own accounts. For employers wishing to post for IUPUI students and alumni, there is NO FEE and you can post as many listings as you like (except for third-party recruiters).

Job Posting Policies

The Office of Student Employment reserves the right to determine posting eligibility and delete job postings deemed unsuitable for students/alumni seeking full-time and internship positions. When submitting postings, please ensure they meet the guidelines below:

- Part-time positions require some college level education for students pursuing a Bachelor's, Master's, or Doctoral degree
- Positions which require a charge to the student will not be approved
- Each job posting may only be utilized to recruit for one specific position. Multiple vacancies for the same job title are acceptable in the same post; however, multiple vacancies in multiple positions should be posted separately.
- Job titles should describe the main role(s), functions and responsibilities of the position. Vague titles (i.e., student worker) or general functional areas (i.e., office support) are not acceptable and will not be posted.
- Job description provided is detailed, clear, and comprehensive, including duties and qualifications. Qualifications should outline both required and preferred education, experience, knowledge, skills and abilities.
- Compensation is indicated and based on base salary (not including commission)
- Company/organization must have an active website and company email address (non-specific address such as Gmail may be rejected)
- Postings must adhere to the general recruiting polices established by the IUPUI Career Services Council

Employers and organizations recruiting through Jagjobs.org are expected to abide by and adhere to the National Association of Colleges and Employers (NACE) Principles for Professional Practice, the U.S. Equal Employment Opportunity Commission, and the Fair Labor Standards Act.

General Recruiting Policies:

The IUPUI Office of Student Employment has developed the following policies to ensure that IUPUI students and alumni are treated fairly and are being recruited for viable positions. Employers and organizations recruiting are expected to abide by and adhere to the National Association of Colleges and Employers (NACE) Principles for Professional Practice, the U.S. Equal Employment Opportunity Commission, and the Fair Labor Standards Act.

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.
Volunteer Opportunities
Volunteer opportunities for no pay will not be posted on JagJobs and should be coordinated with the IUPUI Office of Community Engagement. Unpaid internships, however, may be approved at the office’s discretion as long as they meet the United States Department of Labor Guidelines for Unpaid Internships.

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 who sponsor individuals to establish his/her own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own business 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 IUPUI on JagJobs.org 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. IUPUI Office of Student Employment will not post any opportunities that require students to pay fees
• Agree that you or your client may not forward IUPUI 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 (FERPA).
• Third party recruiters, whether recruiting for internal or third party organizations, may not participate in career fairs.

Babysitting, Personal Care Attendants, Lawn Care or Other In-Home/Home Based 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.).

Positions that solicit for Reproductive Organ Donations, Blood Donations, or Clinical Drug Trials or Studies
Announcement for such opportunities will not be posted.