

On-Campus & Virtual Recruiting Guidelines

Thank you for your interest in Maryville College talent! The Maryville College Career Center is committed to offering our employer and graduate program partners recruiting services that showcase our amazing students and alumni. We believe that the liberal arts education students receive here at Maryville College sets our graduates apart now more than ever by equipping students with critical thinking and communication skills, as well as a broad base of knowledge that emphasizes the interconnectedness of life. If you have any questions about the guidelines below, do not hesitate to reach out the Maryville College Career Center at careercenter@maryvillecollege.edu.

Employers, Graduate Schools, & Volunteer Organizations

The Maryville College Career Center requires that any recruiting organization or individual utilizing these services must abide by all applicable federal, state, and local employment laws, including the [Equal Employment Opportunity Act](#). Maryville College abides by employer regulations outlined by the [National Association of Colleges and Employers \(NACE\) Principles for Employment Professionals](#). Maryville College reserves the right to refuse service to organizations to protect students best interest. The following include but are not limited to reasons a recruiting organization may be expelled.

- Breach of confidentiality as required by the [Family Educational Rights and Privacy Act \(FERPA\)](#)
- Requiring personal information at the time of application, such as bank and social security numbers
- Making “exploding offers” where students are pressured to accept offers “on the spot” or “early”
- Any activity or recruiting practices that may interfere with daily student activities (i.e. loud music, games, harassment of any kind)

Nanny, Tutor, & Home Care Policy

We appreciate the opportunities that are provided for Maryville College students by private community members. Often, community members will reach out to the College seeking to hire students for a variety of “odd” jobs. Please see our Nanny, Tutor, and Home Care policy below:

The Maryville College Career Center cannot provide connections to students for babysitting, tutoring, elder care or pet care. Instead, we will refer the requests to Care.com.

The Maryville College Career Center strives to ensure the protection and safety of all MC students and the greater community. We are unable to individually visit and vet each private residence and/or individual or have a good understanding of what each family seeks in a caregiver. Instead, we refer students to [Care.com](#). [Care.com](#) provides reputable resources and information for paid opportunities, as well as instructions on private hiring protocols and best practices to ensure personal safety.

What is Care.com? [Care.com](#) provides matching solutions for families to search, qualify, vet, connect, and select individuals for childcare, pet care, elder care, tutoring, housekeeping, and more. [Care.com](#) allows individuals to create personal profiles, describe their unique skills and experience, and otherwise differentiate themselves to gain opportunities to do the type they offer! Visit their website for more information.