



Referring Students to Employers

If an employer calls you about an open job or internship and asks you to refer qualified students for the position, take the following steps to avoid unnecessary legal liability for SPU or for yourself:

- Immediately forward information on the position to the Career Development Center at cdcjobs@spu.edu. CDC will post the position for all students to see in JobNet, our online job and internship posting system. It is required that the opportunity be posted for all students to see, whether you refer particular students or not. Failure to do so is a violation of Equal Opportunity standards and can have legal implications for SPU or for you.
- After sending the position to CDC for posting, notify any students whom you believe to be particularly well-suited to the position and encourage them to apply.
- Never refer a particular student without obtaining that student's permission to refer them to employers.
- Be constantly aware of EEO standards - be careful not to refer only one gender or only minority students. Be sure you're considering objective, job-relevant qualifications for the job, not your personal favorites.
- It is permissible for faculty to occasionally give names of students to employers if prior permission has been obtained from the students and if the position has been posted for all to see. However, if this is done on a regular basis, faculty can be "acting as an employment agency" and therefore subject to EEO regulations.