Anti-Discrimination: In accordance with University policy, GGU Office of Career Planning does not discriminate against any person on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, disability, marital status, age, or veteran status. Prospective employers are expected to comply with all applicable local, state and federal laws prohibiting discrimination, including, but not limited to, the following: Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA), California Fair Employment and Housing Act (FEHA), California Family Rights Act (CFRA), Title VII of the Civil Rights Act of 1964, Family and Medical Leave Act (FMLA), and the Immigration and Nationality Act. GGU Office of Career Planning will provide no services to any person, organization or agency whose practices are inconsistent with this policy.

Prohibited Practices: Recruiting activities (including use of GGU Careers) are prohibited for positions that request donations, fees, an initial payment or investment, or that constitute items or services for sale. This prohibition extends to the following practices: mandatory attendance at unpaid orientation or training sessions; payment to attend orientation or training sessions; purchase of a starter kit, sales kit, or presentation supplies; direct payment of a fixed fee; or the establishment of an account balance. We reserve the right to refuse service to employers for any of the following: fraud and misrepresentation (whether by providing false information or withholding true information); breach of confidentiality; harassment or abuse of students, alumni, or staff; failure to adhere to these policies; and violation of University rules and regulations, and local, state, or federal laws.

Interviews and Offers: Prospective employers or third-party agencies are invited to conduct on-campus interviews at the Office of Career Planning facilities. For availability, reservations, or to cancel an existing reservation, please contact the Office of Career Planning staff. Punctuality in arriving at a scheduled interview is expected, and any notice of cancellation should be provided to the Office of Career Planning as soon as the need becomes apparent. Persistent violation of this policy may result in loss of recruiting services. An offer need not be made in writing, provided that the major components of the offer are clearly disclosed, including salary, benefits, location, and starting date. An offer once made, whether oral or written, should not be withdrawn absent good cause. If you are considering withdrawing an offer, please first contact the Office of Career Planning staff to discuss the situation. Unreasonably short time restrictions should not be placed on the acceptance of an offer, and prospective employers are asked to provide the student at least seven (7) days in which to consider any offer.

Internships: For policies governing internships, please contact the Office of Career Planning to request our Internship Employer Guidelines handout.
Commission-Based Sales Positions: Employers offering positions that provide compensation that is commission-based can offer these positions under the following conditions: The position is for full-time employment AND the compensation is clearly disclosed in the job description.

Grievance Procedures: The GGU Office of Career Planning will investigate all student and alumni complaints made about recruiting practices, interviews, offers, or work assignments. If we determine after investigation that a complaint is justified, we may choose not to provide services to the employer or agency involved. We reserve the right to monitor job postings on GGU Careers, to withdraw postings deemed objectionable, and to terminate existing services, at our sole discretion.

RECRUITING POLICIES AND GUIDELINES APPLICABLE TO THIRD-PARTY AGENCIES:

Third-Party Agencies should comply with the following additional requirements: You must inform us of the identity of the employer being represented and the nature of your relationship with that employer, and permit us to verify this information; You must identify the name of the employer being represented on all announcements; You must release employment candidate information only with the written permission of that candidate, and then only to the identified employer, and in accordance with the Family Educational Rights and Privacy Act (FERPA). When using GGU Careers, Third-Party Agencies are asked to register under their own company name in the contact information, but to indicate the name of the employer being represented in the job title and description.