

Guidelines for Job Posting and On-Campus Recruiting

Georgia Gwinnett College [Career Services](#) adheres to the [NACE Principles for Professional Practice for Career Services and Employment Professionals](#) and expects employers to do the same.

Career Services staff are committed to ensuring your recruitment experiences with GGC students and alumni are positive. Employers are expected to maintain a positive and collaborative working relationship with all Career Services staff. This includes cooperation with our policies and procedures, providing hiring data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA).

Career Services allows employers to post information about current job and internship listings.

Career Services reserves the right to decline requests that are deemed inappropriate or predatory.

Service Guidelines

Career Services

On-Campus Recruiting

Interviewing

Career Services will provide scheduling support and interview requests for recruiters via ClawLink, powered by Handshake. All requests must be made through ClawLink, powered by Handshake. If you require assistance in making these requests, please contact our office. For Career Services to promote your on-campus interview, we must have a completed request for your event through ClawLink, powered by Handshake at least two-weeks in advance, including a specific interview schedule and detailed job description that includes job duties, company description and qualifications.

Employers may only interview students and alumni of Georgia Gwinnett College. If employers wish to interview other individuals, other arrangements off Georgia Gwinnett College property should be made by the employer.

Cancellation and No-show for Employers: if it is necessary to cancel an interview or career fair reservation, please do so as far in advance as possible. Space is in high demand, and your early cancellation will allow Career Services to re-assign resources.

Career Fair

Career Services offers two full-time and two part-time recruitment events per academic year. During the year, other programs and event are offered for employer participation.

Eligible employers are those that offer full-time, internship and some summer experience.

Career fairs are designed to provide a venue for sharing employment information only. They are not intended for recruiting other businesses or for selling products and/or services.

Career fair participants who do not comply with the Career Services guidelines may be asked to leave the event and may be denied future registration.

Georgia Gwinnett College shall not be responsible to anyone who posts, accesses, or uses the job board ([ClawLink, powered by Handshake](#)) for any direct/indirect harm, damage or loss.