



Student Employment Office
The University of Southern Mississippi
118 College Drive, Box #5014
Hattiesburg, MS 39406-0001
601-266-4157 (phone) · 601-266-4160 (fax)

ATTENTION EMPLOYERS

Please read the following information carefully. Your signature affirms that you have read, understand, and will abide by the rules set forth in the document below. Your signature is required before any off-campus job listings for your organization can be posted through the Student Employment Office.

- The Southern Miss Student Employment Office acts as a referral service only and is not liable for any problems incurred as a result of such referrals.
- The Southern Miss Student Employment Office can check a student's class schedule or GPA, at the request of an employer, to assure that the student can meet the scheduling/GPA requirements of a particular job.
- This office does not perform any other pre-employment screening, such as background checks, reference checks, credit checks, typing tests, or drug screens.
- This office does not post commission only positions or those requiring a fee from applicants.
- Every employer is required to disclose a pay rate for each position listed with the Student Employment Office. This information is required by the federal aid program funding this posting service. At the employer's request, the Student Employment Office will not post pay rates publicly.
- Every employer is required to submit placement data once a position has been filled through the use of this posting service. The required information consists of the student's name and starting pay rate. This information is required by the federal aid program funding this posting service.
- Job statuses are checked on a biweekly basis. If your listing is filled in between status calls/e-mails, please notify this office as soon as possible so that our job listings remain up-to-date.
- If this office is unable to confirm the status of a position after three attempts to reach the employer, the listing will be inactivated.
- Please note that failure to submit the required posting and placement data can result in the inability to use this posting service.
- This is a FREE job posting service to local employers. However, fees may apply for services other than posting job listings. Please request additional information from a Student Employment Office representative if interested in setting up an information booth, attending a job fair, or conducting on-campus interviews.

Feel free to contact The Student Employment Office at 601.266.4157 if you have questions regarding any of the above policies. Thank You!

Employer Signature

Date

Name of Business (if applicable)