

Stephen F. Austin State University  
Center for Career and Professional Development

---

**Recruiting Guidelines**

*These policies have been developed and implemented with the aid of the National Association of Colleges and Employers' (NACE) Principles for Professional Conduct.*

<http://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>

**Mission**

The Center for Career and Professional Development (CCPD) exists to empower students and alumni to achieve life-long career success. We fulfill this mission through individualized assistance, diverse career development programs, and collaboration with both internal and external partners concentrated on career goal achievements.

**Discrimination and Harassment Policy**

It is the policy of Stephen F. Austin State University, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law.

Violations of law or policy may be reported to the CCPD team, or may be reported directly to the Title IX Coordinator for the University, Dr. Michael Walker at (936) 468-8292.

**Alcohol**

Alcohol is prohibited in the employment recruiting process. As a member of the National Association of Colleges and Employers (NACE), Stephen F. Austin State University (SFA) abides by the Principles for Professional Conduct. The Principles document explains why serving alcohol to job candidates is inappropriate and inadvisable. The principle states, "Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc." Open bars, paid bars, and holding recruiting events in a bar, among other circumstances, are all inappropriate. Failure to abide by this principle will place the employer in violation of the stated policy. Employers not following the policy can be barred from recruiting at SFA. Recruiter's names can also be brought to the attention of their superiors and the company can be shared within the NACE community as not following this guideline, endangering students and having been barred from SFA.

**Cancellation, No-Shows & Refunds**

All cancellations of information sessions, interviews, classroom presentations, and career fair registrations must be made in writing (via email) five business days in advance of the scheduled event. If cancellation is made after this time, you will be responsible for any reservation and catering charges if applicable. This is applicable to no-shows as well. Organizations requesting a refund business five business days prior to the date of the career fair for which they have paid, will be granted a full refund upon provision of their tax identification number.

**Career Expo Registrations**

If your organization participates in the buy one, get one 1/2 off career expo registration offering, both career expos must take place within the same semester (fall or spring). The 1/2 off discount is only applied to the lowest priced career expo. Please refer to the Cancellation, No-Shows & Refunds section regarding the proper procedure for informing the career center of any changes in registration status.

**Citizenship Status**

Recruiters who choose to interview qualified international students in F-1 or J-1 status must adhere to Immigration Reform and Control (IRCA) or Title VII in their interviewing process. IRCA requires employers to verify the employment authorization of employees and prohibits discrimination based on citizenship. It prohibits employers from knowingly hiring, recruiting, or referring for a fee any alien who is unauthorized to work.

### **Commission Sales Position**

Commission sales positions may be posted through Jobs4Jacks, our online job listing and recruiting system, through information sessions on campus, and job fairs provided that the compensation arrangement is clearly noted on job listings and is thoroughly explained in recruiting conversations and interviews with potential employees.

### **Complaints**

Applicants who believe a recruiter has misrepresented him/herself or him/her organization or has not adhered to the CCPD recruiting guidelines and/or recruiters who have complaints about an applicant's behavior or possible misrepresentation of information are encouraged to contact the CCPD *immediately*. If the party chooses to do so, a formal complaint will be filed.

### **Missed Deadlines**

The CCPD will make repeated efforts to contact employers who miss on campus recruiting deadlines (i.e. pre-selects, information sessions/tables, etc.). However, should the employer fail to acknowledge reminder calls or emails, the CCPD reserves the right to determine whether to change the schedule from pre-select to open or to cancel the interview schedule.

### **Fees**

Recruitment for positions requiring monetary outlay by candidates for equipment, training and application procedures, in most cases, is prohibited. If acceptable fees are required, this information must be clearly included in the job announcement and is thoroughly explained in recruiting conversations and interviews with potential employees. This includes fees for certain federal/state licensing requirements (e.g. real estate, securities, etc.).

### **Multi-Level Marketing Organizations**

Multi-level marketing (also known as network marketing organizations, tier group companies, pyramid companies, etc.) are not considered "employers" by the CCPD and are not eligible to participate in any recruiting services. Such organizations are those that engage in one or more of the following practices:

- Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- Requirement of an initial investment from individuals, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit, regardless of if the fee is "refundable".
- Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

### **On Campus Recruiting (Interview, Information Session/Table, Classroom Presentations)**

Each organization must provide accurate information about their organization as well as employment opportunities and is responsible for information supplied, and commitments made by their representatives. Employers are expected to work within a framework of professionally accepted recruiting, interviewing, and selection techniques including but not limited to:

- Refraining from any practice that improperly influences and affects acceptances
- Striving to communicate decisions to candidates within the agreed-upon time frame

If conditions change and require the employing organization to revoke its commitment, this organization will pursue a course of action for the affected candidate that is fair and equitable.

On campus recruiting tables are available for an organization to present information about and recruit for employment opportunities. Generally, tables are in the Baker Pattillo Student Center or in front of McGee Business Building. Any individual requesting an on campus recruiting table must abide by the following guidelines:

- A "Sponsored by CCPD" sign must be prominently displayed on top of the table at all times. This sign must be picked up and returned to the CCPD each recruiting day.
- Disruption or disturbance of regular academic and institutional programs or other approved activities is prohibited.
- Agreement to maintain the cleanliness of the area *and* assume financial responsibility for loss or damage to property.

### **Promotional Materials Distribution**

In order to post or distribute promotional materials on campus, items are required to be approved by the CCPD prior to the preferred recruiting date(s). Additional guidelines include:

- Each piece of literature must be marked with a CCPD stamp to verify authorization. This is the responsibility of the recruiter. An electronic CCPD stamp is also available.
- After approval, placement and distribution of promotional materials is limited to hand distribution, kiosks and *some* academic buildings. It is up to the discretion of each academic building whether posting will be allowed and/or how they will be posted. Promotional materials may **not** be posted on vehicles.

### **Re-Disclosure**

Re-disclosure of candidate information is prohibited. Recruiters may not transmit candidate information to any other employer or third party, nor to others within the employing organization for any purpose other than employment.

### **Right to Refusal of Service**

The CCPD reserves the right to remove job postings and/or refuse recruiting requests of any employer who violates the NACE Principles for Professional Conduct or any CCPD guideline.

The CCPD also reserves the right to refuse service to any employer if the department receives any complaints about discrimination, harassment, threats, or unsafe working conditions. A business who is restricted from participating in any services provided by the CCPD may submit a request for reinstatement. Such request will be reviewed by the CCPD, who will issue a decision at their reasonable discretion.

### **Selection by GPA**

The CCPD discourages employers from screening applicants based *solely* on GPA. We believe that a minimum grade point average should not be the only determinant to being able to interview with a company because it often overlooks many other qualities and factors that create an excellent candidate. However, this information may be included within the job qualifications as a point of information for potential candidates.

### **Testing**

Any recruiter wishing to administer assessments to candidates will be responsible for the proctoring and monitoring of the assessment. Please inform the CCPD if an assessment will be conducted on campus to ensure that it does not violate any campus policy or any fair employment practice. It is the employers' responsibility to communicate the type and purpose of any assessment given as part of the recruitment process and to whom the results will be disclosed.

### **Third Party Recruiters**

#### *Definition*

According to the National Association of Colleges and Employers (NACE), third-party recruiters are "agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit and agencies that collect student information to be disclosed to employers for purposes of recruitment and employment." Such agencies include but are not limited to search firms, contract recruiters, resume referral firms, and commercial job listing/resume collection web sites.

### **Third-Party Recruiter Services**

The listing agency must include its name and all names that it operates under in the job listing, as well as clearly identify as a Third Party Recruiter on the Handshake recruiting platform during the initial company setup process. Third-party recruiters who are hiring for positions within their organization may be granted on campus recruiting privileges (excluding online resume search).

Third-party recruiters who are hiring for positions outside their organization may post positions provided they agree to the provisions listed below. Third-party recruiters recruiting for external positions have the ability to recruit, under the employing organization's name, through job postings, information tables, information sessions

and career fairs; however, third-party recruiters will not be granted access to on campus interviewing or resume books.

**Third-Party Recruiter must adhere to the following guidelines:**

1. Each job listing must be for a specific, individual position.
2. The listing must accurately include the: a.) Client company's name b.) Industry c.) Occupational title d.) Detailed job description e.) Position type (full or part-time) f.) General location of the workplace
3. The student's information can only be disclosed to the parties directly related to consideration of the student's candidacy, and only for the specific position applied for after prior written consent of the student. The student's information cannot be sold to other entities.
4. The student cannot be charged any fee for participating in the agency's services.
5. The listing agency must maintain EEO compliance and follow affirmative action principles, including:
  - Referring qualified students to employers without regard to protected classifications
  - Reviewing selection criteria for adverse impact and screening students based upon job-related criteria
  - Refusing to permit employers to screen and select resumes based upon protected classifications
  - Avoiding use of inquiries that are considered unacceptable by EEO standards
  - Affirming an awareness of and sensitivity to the cultural differences and diversity of the work force
  - Investigating complaints by career services administrators or the employer client, and seeking resolution of the complaints
6. The CCPD reserves the right to contact the client organization to verify any information regarding the position.

**Prohibited Job Postings**

1. All positions that require a fee payment or investment prior to employment (i.e. entrepreneurial employers). This includes employers that provide financial incentives to staff who recruit new hires for the organization and for which the recruiting staff member receives a portion of the new hire's commission.
2. Any listing that is meant to serve as an ad for an employment agency's services (as opposed to a listing for a specific position).

**Compliance**

Any third-party recruiter listing positions through the CCPD must agree to abide by the aforementioned guidelines, as well as the CCPD Equal Opportunity Statement and the Family Educational Rights and Privacy Act (FERPA). Failure to adhere to these guidelines will be grounds for discontinuance of services provided by the CCPD.

**Handshake Terms of Service**

"...[Handshake does] not permit outside services from bulk collecting student data, employer data, job descriptions, or other marketplace information through the use of automated scripts ("scraping") or similar technologies or methodologies. Third party recruiters are also prohibited from requiring students to create an account on a third-party platform unaffiliated with the company or brand providing the employment role. Any violation of these, or any other Terms, at our discretion, may result in suspension or termination of the account(s) associated with you or your recruitment service." (Handshake, 2017) <https://joinhandshake.com/tos/>

**Temporary Agencies**

"Temporary agencies/contract engineering firms that contract with employers to provide individuals qualified to perform specific tasks or complete specific projects for a client organization may be considered as employers, not third-party recruiters. Individuals hired would perform work at the client organization, but are employed by and paid by the agency. Temporary agencies will be expected to abide by the professional practice principles set forth by NACE for employer professionals at <http://www.nacweb.org>. Temporary agencies may forward information about openings as long as the temporary nature of the position is clearly stated in the job description provided." (NACE, 2017) <http://www.nacweb.org/career-development/organizational-structure/sample-2-recruiting-policies/>