

STEPHEN F. AUSTIN STATE UNIVERSITY CAREER SERVICES

RECRUITING POLICIES

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

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 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." 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 SFASU. 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 SFASU.

Cancellation

All cancellations of information sessions, interviews, classroom presentations and catering orders must be made 5 business days in advance of the scheduled event. *If cancellation is made after this time, reservation and catering charges may still be assessed.*

Career Fair Refunds

Organizations requesting a refund before the date of the career fair for which they have paid, will be granted a full refund provided they supply Career Services with their tax identification number. Once the career fair has taken place, a refund will not be granted.

Citizenship Status

Recruiters who choose to interview qualified international students in F-1 or J-1 status must take care not to violate IRCA or Title VII in their interviewing process. IRCA requires employers to verify the employment authorization of employees and prohibits discrimination based on citizenship.

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 conformed to Career Services recruiting policies and/or recruiters who have complaints about an applicant's behavior or possible misrepresentation of information are encouraged to contact the Interview Coordinator or Assistant Director of Career Services *immediately*. If the party chooses to do so, a formal complaint will be filed.

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 description 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.).

Missed Deadlines

Career Services will make repeated efforts to contact employers who miss on-campus recruiting deadlines. However, should the employer fail to acknowledge reminder calls or emails, Career Services reserves the right to determine whether to change the schedule from pre-select to open or to cancel the interview schedule.

Multi-Level Marketing Organizations

Multi-level marketing (also known as network marketing organizations, tier group companies, pyramid companies, etc.) are not considered “employers” by Career Services 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.

Non-Discrimination

Career Services welcomes all Equal Opportunity Employers. In accordance with applicable federal and state law and University policy, Career Services prohibits discrimination in the selection of candidates on the basis of national origin, race, religion, sex, sexual orientation, age, disability or any other basis prohibited by applicable law. Any employer who makes use of University facilities or services must agree to:

- Abide by this policy;
- Talk in good faith with interviewing applicants who meet the recruiter’s legitimate specifications; and
- Refrain from questioning candidates regarding the above protected classifications.

On-Campus Recruiting Table

An on-campus recruiting table is 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 Career Services” sign must be prominently displayed on top of the table at all times. This sign must be picked up and returned to Career Services 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 Career Services prior to the preferred recruiting date(s). Additional guidelines include:

- Each piece of literature must be marked with a Career Services stamp to verify authorization. It is the responsibility of the recruiter to stamp each piece of literature with the Career Services stamp, or request an electronic Career Services stamp to place on materials prior to printing.
- 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

Career Services 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 Career Services policy.

Career Services also reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if employees are injured or exposed to unsafe working conditions; if the employer discriminates; or if Career Services receives any complaints about discrimination, harassment, threats, unsafe working conditions or any other questionable circumstance.

Selection by GPA

Career Services 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 conducted.

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 it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.”

Third-Party Recruiter Services

- 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. Career Services will add a statement to each listing alerting students that the position is listed through a third party and making them aware of our policies. 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 Policies

Third-Party recruiters must adhere to the following policies:

1. Each job listing must be for a specific, individual position.
2. The listing must include the:
 - a. client company’s name
 - b. industry
 - c. occupational title
 - d. a detailed job description
 - e. the position type (full or part-time)
 - f. the general location of the workplace
3. The listing agency must include its name, and all names that it operates under in the job listing.
4. 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.
5. The student cannot be charged any fee for participating in the agency’s services.
6. Career Services reserves the right to contact the client organization to verify any information regarding the position.

Prohibited Job Postings

1. Any job or internship that does not require a degree and is compensated only by commission.
2. 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.
3. 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 Career Services must agree to abide by the aforementioned policies, as well as the Career Services Equal Opportunity Statement (see below) and the [Family Educational Rights and Privacy Act \(FERPA\)](#). Failure to adhere to these policies will be grounds for discontinuance of services provided by Career Services.

Career Services welcomes all Equal Opportunity Employers. In accordance with applicable federal and state law and University policy, Career Services prohibits the discrimination of and/or questioning of candidates on the basis of national origin, race, religion, sex, sexual orientation, age, disability or any other basis prohibited by applicable law. Employers who utilize University facilities or services must agree to abide by this policy and exercise good faith when interviewing applicants. Career Services does not recommend or select candidates for employers.