

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

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**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.

**Review Process**

The Center for Career and Professional Development is committed to best serve your recruiting needs. We train our team to review all company profiles (Handshake) by utilizing the same instructions and guidelines. When reviewing Handshake profiles, accurate and consistent information between the company website and Handshake profile must be present (company photo, contact information, physical address and/or brand image should be the same as the company website). If a recruiter is a third party, we ask that all staff members on Handshake identify as third-party recruiters, even when hiring for internal positions. Although we consider the Handshake trust score and approval/declined ratios to be important, it is not the sole underlying factor in our decision to approve or decline.

**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 sexual harassment and 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, Amanda Pruitt, 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. Recruiters' 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. Organizations requesting a refund 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. No refund will be provided for no-shows. Refunds of any kind will not be granted if the registered organization neglects to create a schedule for a virtual recruiting event within Handshake and/or if overall participation from students and alumni is less than desired.

### **Career Expo Registrations**

If your organization participates in the buy one, get one ½ off career expo registration offering, both career expos must take place within the same semester (fall or spring). The ½ 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) and 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 anyone who is unauthorized to work.

### **Commission Sales Position**

Commission sales positions may be posted through Handshake, 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 his/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.

### **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.

## **Masks/Face Coverings**

Effective July 7, 2020: The health and safety of our students, faculty, staff, and visitors, especially of vulnerable individuals, is of paramount importance. In light of CDC guidance, and to protect our SFA community against COVID-19, face coverings (cloth face covering, surgical mask, etc.) must be worn by all individuals (faculty, staff, students, and visitors) on campus in the following areas:

- indoor public areas on campus, except where marked otherwise, even if you are alone (includes all non-private office or residential spaces such as lobbies, restrooms, classrooms, teaching laboratories, common spaces in residence halls, conference rooms, and break rooms); and
- outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.
- This policy will be amended as needed in response to conditions on campus. Please visit this page for updates: <http://www.sfasu.edu/fall2020>

## **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.

## **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.

## **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.
6. The CCPD reserves the right to contact the client organization to verify any information regarding the 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**

As a user of Handshake, Stephen F. Austin State University (SFA) abides by the following terms of service. <https://joinhandshake.com/tos/>

## **Temporary Agencies**

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. <http://www.nacweb.org/career-development/organizational-structure/sample-2-recruiting-policies/>