



Recruiting Guidelines

WELCOME AND INTRODUCTION

Stephen F. Austin State University's Center for Career and Professional Development's mission is to empower students and alumni throughout their professional journeys through personalized guidance, diverse programming and collaboration with internal and external partners.

The CCPD is also dedicated to connecting employers with our students and alumni. Adherence to the following guidelines is expected of all employers recruiting SFA students and alumni to promote a fair and ethical recruiting process for all parties.

PRINCIPLES FOR ETHICAL PROFESSIONAL PRACTICE

The CCPD is a member of the National Association of Colleges and Employers and uses NACE guidelines to develop these policies. The CCPD ascribes to the ethical standards of the **National Association of Colleges and Employers** by following the **NACE Principles of Professional Practice** and expect all employers using our services to adhere to them as well.

RIGHT OF 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, CCPD or SFA guidelines. 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.

DISCRIMINATION AND HARASSMENT POLICY

It is the policy of SFA, 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. SFA is committed to the principles of Equal Employment Opportunity law. Violations of law or policy may be reported to the CCPD team, or directly to the university's **Office of Title IX**.

HANDSHAKE AND REVIEW PROCESSES

HANDSHAKE

SFA's CCPD uses Handshake, an online job and recruitment platform, as the initial connecting point for employers and Lumberjack students and alumni. In order to participate in any recruitment efforts, on-campus or virtual, an employer must first have a Handshake profile and be approved as an employer with SFA.

The CCPD is committed to best serving your recruiting needs. We train our team to review all company profiles and/or job postings through the Handshake platform by utilizing the same instructions and guidelines. Employers in conflict with CCPD's guidelines, SFA, The University of Texas System, the state of Texas or federal government laws shall be denied recruitment access.

HANDSHAKE EMPLOYER REVIEW PROCESS

When reviewing Handshake profiles, accurate and consistent information between the company website and Handshake profile must be present, such as company photo, valid company contact information or physical business address. Employers are expected to provide a valid, non-social media company website for review.

Employers that align with how the CCPD defines third-party recruiting organizations shall be held accountable to fully disclose their role as a third-party recruiter in all aspects of the recruitment process.

Additional information and details concerning specific employer types and opportunities such as third-party recruiters, commission-based positions, multi-level marketing, outsourcing, temporary agencies, staffing firms and specific industry restrictions are outlined in this document.

HANDSHAKE JOB POSTING REVIEW PROCESS

When reviewing a job posting within Handshake, employers are expected to complete all sections of the job posting including a thorough job description, all qualifications listed of applicants and labeling the position as paid or unpaid. We also highly encourage pay transparency and suggest each job posting include a salary and/or pay range. Full-time, unpaid job postings will be denied. Job postings must also be for one specific job title, not multiple job opportunities under one posting.

ON-CAMPUS RECRUITMENT

CANCELLATION, NO-SHOWS AND REFUNDS

All cancellations of information sessions, interviews, classroom presentations, on-campus recruiting tables and career fair registrations must be made in writing via email to the CCPD office at ccpd@sfasu.edu *five business days* in advance of the scheduled event (not including date of event). If cancellation is made after this time, you will be responsible for any registration, reservation and/or catering charges, if applicable.

Organizations requesting a refund five business days prior to the date of the career fair (not including date of event) 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.

MISSED DEADLINES

All employers who register for campus recruiting events such as on-campus recruiting tables, career fairs, or interview schedules are expected to follow all deadlines set forth by the CCPD. If a recruiting deadline is missed such as payment deadlines, interview pre-selects, etc., the CCPD will make repeated efforts to contact employers.

However, should the employer fail to acknowledge reminder calls or emails, the CCPD reserves the right to determine whether to change or cancel the recruiting event.

ON-CAMPUS RECRUITING

(Interview, Information Session/Table, Classroom Presentations, Career Fairs)

Approval by the CCPD must be requested and obtained in order to recruit on the SFA campus. Guidelines for approval include, but are not limited to:

- Employer has an approved connection to SFA through Handshake
- Employer's recruiting efforts or industry do not conflict with that of SFA's or The University of Texas System

- Employer agrees to follow all policies and procedures set forth by CCPD, SFA and The University of Texas System
- Disruption or disturbance of regular academic and institutional programs or other approved activities are prohibited
- Agreement to maintain the cleanliness of the area and assume financial responsibility for loss or damage to property
- Agreement to pay the required fees by the invoice deadline (typically five business days prior to the event)

Each organization must provide accurate information about their organization, 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 scheduled through the CCPD. Recruiting tables are available for a fee for an organization to present information about and recruit for employment opportunities. Generally, tables are in the Baker Pattillo Student Center (inside or outside options).

ALCOHOL AND TOBACCO

Alcohol is prohibited in the employment recruiting process. As a member of NACE, 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.

SFA is a *tobacco- and vape-free campus*. The use of all tobacco and vape products is prohibited on all property that is owned, leased, occupied or controlled by the university. Additionally, the sale or free sampling of tobacco or vape products is prohibited on university property.

STUDENT RECRUITMENT

JOB OFFERS

Employers making employment offers to SFA students are asked to review and follow the [NACE Principles for Ethical Professional Practice](#) and the [NACE Setting Reasonable Deadlines for Job Offers](#).

RE-DISCLOSURE

Employment professionals will maintain the confidentiality of student information regardless of the source, including personal knowledge, written records/reports and computer databases. 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.

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.

CITIZENSHIP STATUS

Recruiters who choose to interview qualified international students in F-1 or J-1 status must adhere to Immigration Reform and Control 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.

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.).

TESTING

Any recruiter wishing to administer assessments to candidates will be responsible for the proctoring and monitoring of the assessment. 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 employer's 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.

COMPLAINTS

Applicants who believe a recruiter has misrepresented him/herself, 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.

SPECIFIC EMPLOYER TYPES AND OPPORTUNITIES

COMMISSION SALES POSITION

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

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.

THIRD PARTY RECRUITERS

As a member of NACE, SFA abides by the **Principles for Professional Conduct**.

Definition of Third-Party Recruiting Organizations

According to 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 recruiting organizations include, but are not limited to, the following entities regardless of the fee structure used by the entity for services:

1. Employment agencies – organizations that list positions for client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid by the firm listing the opening (fee paid) or by the hired candidate.
2. Search firms – organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.
3. Contract recruiters – organizations that contract with an employer to act as the employer’s agent in the recruiting and employment function.
4. Resume referral firms – commercial organizations that collect data on job seekers that is marketed to prospective employers. Fees may be paid by the employer, the job seeker, or both.
5. Commercial job listing/resume collection web sites – it is not compatible with the mission of the CCPD to promote businesses which collect candidate resumes for the purpose of marketing those to employers.

Third-Party Recruitment at SFA

Employers that have been labeled as third-party recruiters, approved by SFA to recruit and are following all the CCPD Employer Recruiting Guidelines, are subject to additional procedures based on their type of recruitment practices.

Third-party recruiting organizations *that do not charge a fee to the candidate*, are expected to adhere to all CCPD Third-Party Recruiter Guidelines in addition to complying with CCPD Employer Recruiting Guidelines.

Third-party recruiters hiring for positions in their organization may be granted on campus recruiting privileges. Organizations that collect and distribute applicant information, such as commercial job listing/resume collection web sites, and/or collect fees will be denied recruitment access.

Third-party recruiters recruiting for external positions may recruit, under the employing organization’s name, through job postings, information tables, information sessions and career fairs; however, third-party recruiters recruiting for external positions will not be granted access to on-campus interviewing.

Third-Party Recruiter Organization Must Adhere to the Following Procedures:

1. The employer must clearly disclose their role as a third-party recruiter to all parties at all times, including applicants. Handshake employer profiles must list the industry as “Staffing and Recruiting;” Each individual staff member, regardless of duties, must be listed as a third-party recruiter.
2. Each job listing must be for a specific, individual position.
3. 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 g.) expected pay/pay range
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 with prior written consent of the student. The student’s information cannot be sold or given to other entities.

5. The student cannot be charged any fee for participating in the agency's services.
6. The listing agency must maintain EEO compliance and follow affirmative action principles.
7. The CCPD reserves the right to contact the client organization to verify any information regarding the position.

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. Failure to adhere to these guidelines will be grounds for discontinuance of services provided by the CCPD.

TEMPORARY AGENCIES, OUTSOURCING CONTRACTORS OR LEASING AGENCIES

As a member of NACE, SFA abides by the [Principles for Professional Conduct](#).

Definition of Temporary Agencies, Outsourcing Contractors or Leasing Agencies

Organizations that contract with employers to provide individuals qualified to perform specific tasks or complete specific projects for a client organization may be considered employers, not third-party recruiting organizations. Individuals hired would perform work at the client organization, but are *fully employed and paid by the hiring agency*.

SERVICES PROVIDED TO TEMPORARY AGENCIES

Temporary agencies, outsourcing contractors and leasing agencies will be expected to abide by the professional practice principles set forth by NACE and CCPD Employer Recruiting Guidelines. These organizations may post opportunities as long as the temporary nature of the position is clearly stated in the job description provided.

In most cases, temporary agencies, staffing services, outsourcing contractors or leasing agencies will be considered employers. *However, should these entities recruit individuals for employment at another organization, then they will be treated as third-party recruiters.* All guidelines associated with third-party recruiters set forth by SFA and NACE shall apply.

MARIJUANA AND GAMBLING INDUSTRIES

Employers focused on the marijuana and/or gambling industry conflict with Texas laws and will not be approved as an employer and denied recruitment access.

OTHER POLICIES AND RESOURCES

NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS

These policies have been developed and implemented with the aid of [NACE Principles for Professional Conduct](#).

HANDSHAKE TERMS OF SERVICE

As a user of [Handshake](#), SFA abides by the following terms of service.

STEPHEN F. AUSTIN STATE UNIVERSITY

[Stephen F. Austin State University](#) | [Stephen F. Austin State University Handbook of Operating Procedures](#)

SFA CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

[CCPD Employer Resources](#)