

# **Recruitment Policies and Procedures for Employers**

## **A&M-SA Mays Center**

Welcome! You are invited to utilize A&M-SA's Mays Center recruiting resources and processes as described below upon agreement with our following policies.

The Mays Center partners in recruiting with employers who:

- Represent paid full-time/part-time internship or job opportunities (unless an unpaid internship that meets current national FLSA guidelines)
- Do not require the candidate to pay upfront fees, purchase of a membership and/or products, or any other job-related expenses
- Disclose who they are recruiting for (in cases of 3<sup>rd</sup> party recruiters)

Employer representatives are expected to comply with Federal, State and Local Equal Employment Opportunity Commission (EEOC) regulations and related legislation in their recruitment and hiring practices and other U.S. Labor Law standards. For instance, consideration should be afforded to all candidates without regard to age, disability, genetic information, national origin, pregnancy, race/color, religion, sex, or any others as outlined under discrimination types listed by the EEOC.

The Career Services job bank, Handshake, will serve as the official job posting collection for students and alumni. This system will ensure EEOC principles are carried out across campus and qualified students have equal access to job and internship opportunities.

### **Third Party/Contract Recruiters/Staffing Agencies**

Third Party/Contract Recruiters/Staffing Agencies may participate in the A&M-SA Handshake (job postings) provided that they:

- Charge no fees to the candidate
- Reveal the identity of the employer being represented and the nature of the relationship between the agency and the employer and permit Career Services to verify this information by contacting the named client. This information will not be made available, if you are required to protect that information
- Provide a position description for valid openings
- Comply with The Family Educational Rights and Privacy Act which specifically states:
  - Release candidate information provided by the university exclusively and only to the identified employer
  - Re-disclosure of candidate information is not permitted
- Comply with all federal, state, and Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA)

### **Employers offering “straight commission” or “salary draw” positions**

Employers with “straight commission” or “draw against future earnings” positions may request to use our services (job posting, on campus recruiting, and career job fairs). However, the terms “straight commission” or “draw” must be explicitly stated in the job posting so that students are aware and can make a decision as to whether or not they are interested in those opportunities. Note: A draw against future earnings does not constitute a salary.

## **Scheduling**

Interview and presentations arranged by the Mays Center should primarily be used to speak with students and alumni from A&M-SA who are eligible for your opportunities. Students or alumni from other universities identified during a recruiting event hosted by Career Services may also be interviewed upon prior approval from the Director, Assistant Director or their designated representative.

### **Creating Your Own Interview Schedules, Information Sessions, or Table Recruiting Sessions**

To schedule interviews or recruiting sessions, reservations need to be discussed via e-mail or phone **at least ten business days** in advance of the date requested. This is to the employers' benefit for best event planning and marketing with target audience.

Please note: With interviewing, you must have an active job in Handshake to interview on-campus. Also, if you choose to interview on campus, in order to assist our students in meeting their scheduled appointments, we require that a list of candidates for interviews be provided to the Career Services at least (3) business days prior to meeting with the student or alumni. This can be submitted via Handshake's interviewing option or via email.

### **Cancellation & No-Show Policy**

Employer(s) cancelling an interview reservation must do so prior to the resume submission deadline posted on your schedule. If you cancel your visit and students have already dropped resumes or scheduled interviews, it is your responsibility to notify them of your cancellation.

Although the Career Services attempts to meet your interview/info session requirements, we cannot always do so during peak periods i.e. career fairs, etc. Therefore, we require (3) business days for cancellation, if you no longer require your reserved space. This will give other employers an opportunity to meet with A&M-SA students. Keep in mind that last minute cancellations and no-shows will negatively affect your campus image among students who expect to interview with your company/organization. To cancel a reservation or visit, please phone 210-784-1356 during regular business hours, Monday – Friday, 8:00 a.m. – 5 p.m. During nonbusiness hours, you may leave a voice message at this number. Cancellation by e-mail is not recommended.

### **Posting Flyers and Posters**

To post materials on bulletin boards around campus, the materials (flyers or posters) must be submitted to Career Services for approval by A&M-SA's process prior to posting. Posting will be administered and controlled by the Career Services staff. To post materials, a job must be active in Handshake.

### **NACE Principles for Professional Conduct for Career Services and Employment Professionals**

Approved participating employers are expected to be familiar with and to honor the NACE Principles for Professional Conduct for Career Services and Employment Professionals. The principles are designed to provide practitioners with three basic precepts for career planning, placement, and recruitment:

- Maintain an open and free selection of employment opportunities in an atmosphere conducive to objective thought, where job candidates can choose optimum long-term uses of their talents that are consistent with personal objectives and all relevant facts;
- Maintain a recruitment process that is fair and equitable to candidates and employing organizations;
- Support informed and responsible decision making by candidates.

Additionally, the NACE Principles document states that:

- Employment professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.
- Employment professionals will have knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- Employment professionals will provide accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
- Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or career services office in the form of contributed services, gifts, or other financial support.
- Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.
- Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:

- Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request;
  - Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;
  - Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;
  - Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
  - Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
  - Investigating complaints forwarded by the Career Services office regarding EEO noncompliance and seeking resolution of such complaints.
- Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
  - Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the career services office of any test/assessment conducted on campus and eliminate such a test/assessment if it violates campus policies or fair employment practices. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests/assessments will be reviewed by the employing organization for disparate impact and position-relatedness.
  - With organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the career services office regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction. These principles apply to organizations providing such services.
  - When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the Mays Center.

#### **Employment professionals representing international opportunities**

- Professionals will advise the Mays Center staff and students of the realities of working in the foreign country and of any cultural or employment law differences.

By registering your company or organization with us, you agree to accept and comply with the policies and procedures of the A&M-SA Career Services office regarding employer recruiting activities. **We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for the A&M-SA student body or alumni.**

#### **In return, the Mays Center commits to:**

- To provide general information to employer representatives regarding curricula, degree requirements, and other academic processes and procedures pertinent to recruitment activities.
- To assist in making arrangements for employer representatives to meet with students, alumni, faculty members and/or administrative staff members to exchange information pertinent to the job placement of students and alumni.
- To exchange information (only for students that have authorized employer viewing) with employer representatives prior to campus visits concerning appointment schedules, interviewing space and facilities, and candidate qualifications and profiles.
- To provide interview space for visiting employer representatives as it is available.
- To disseminate to students, alumni, faculty, and staff, pertinent information regarding job facts, employment vacancies and recruitment activities on campus and in the community.
- To conduct and share appropriate research regarding Mays Center information and career outcomes as it applies to A&M-SA students and alumni.
- To assist students in connecting with employers' available opportunities related to their focus of study or career goals, supporting their academic curriculum, experiential processes, and/or job search pursuits.

By connecting with A&M-SA's Mays Center via Handshake, you are agreeing with the above policies.