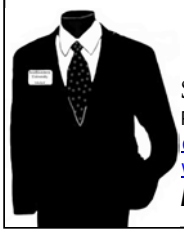
Policies & Procedures for Employers

(*last updated July 10, 2012*)



Career Services

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Here to help you get ahead.

Career Services will pursue and foster long-term relationships with employers that enhance our clients' career opportunities.

Overview

Career Services at Southwestern University works with employers to achieve the best match between the individual student and the employing organization. We will strive to build strong employer relationships and maintain a recruitment process that is fair and equitable to candidates and employers. To accomplish this, we have developed specific policies and procedures that we follow and that we ask students and employers to follow. This document is intended for employers and includes adherence to the National Association for Colleges & Employers (NACE*) Principles for Professional Practice*. A separate policies and procedures guide is published for students and alumni.

Recruiting

To conduct on-campus formal interviews, a resume collection, an information session or an information table in our student center, recruiters can call us or contact us via e-mail or through our web site at *www.southwestern.edu/careers*. An employer interested in formal interviewing must complete all relevant sections of the Recruiting Information Sheet (including the Equal Employment Opportunity (EEO) statement) and return it to our office at least 10 working days prior to the requested interview date. The Recruiting Information Sheet can be downloaded from our web site or attained by calling our office to receive a copy by email or fax. If pre-selecting resumes, names of those pre-selected must be provided to Career Services no less than four working days prior to the interview date. All employers conducting on-campus interviewing are asked to fill out evaluation forms and give them to Career Services prior to leaving campus. We request that employers who conduct on-campus interviews notify students of non-selection if necessary.

Employers wishing to set up an information table in the Red and Charline McCombs Campus Center will be required to complete the Information Table/Session Request Form, also available online or by email or fax.

If your organization is interested in Southwestern students to fill internship positions, please contact our Internship Coordinator, Maria Kruger, at (512) 863-1767, or via e-mail at internships@southwestern.edu. We request that employers provide written information detailing the internship program prior to publicizing it to our students. Academic credit for qualifying internships is possible for students to attain through most campus academic departments. U.S. Department of Labor regulations govern the issue of pay for internships under the Fair Labor Standards Act. For more details, please see http://www.dol.gov/whd/regs/compliance/whdfs71.pdf.

Third-party recruiters who wish to work with Career Services are required to disclose the identity of companies they are representing and agree to abide by the *Principles for Third-Party Recruiters* (see below).

Resume Referral/Resume Collections

Southwestern students and alumni have access to the SU PirateLink database of entry-level, part-time and internship positions, including the online resume storage and submission feature. PirateLink is part of the National Association of Colleges and Employers' NACELink Network. Career Services uses this resume storage system to search for and screen resumes for employers interested in recruiting on campus and to create resume books to email to employers who wish to conduct a remote resume collection. To set up a recruiting event, please call Career Services at (512) 863-1346.

Posting Jobs and Internships

Employers may post jobs and internships with Career Services by a variety of means. Ideally employers will get the most access to students by posting part-time, internship or full-time positions directly through the PirateLink system, which can be accessed from the Career Services website (choose Employers > Campus Recruiting). Postings through PirateLink that are targeted only to Southwestern are free, and for a nominal fee employers can choose multi-school posting as an option through PirateLink. Details and FAQs about using PirateLink are available through Career Services' website. Postings can also be emailed, faxed, mailed, or called if employers do not have access to or prefer not to enter the posting directly into PirateLink themselves.

Supporting or Sponsoring Career Programs

Career Services conducts numerous programs throughout the year, many of which include employer participation and/or sponsorship. If you are interested in helping out with any of the programs listed below, please contact our office for more specific information and to let us know the programs in which you have interest:

- Senior Surge
- Career Connections BBQ (must be alumni of Southwestern)
- Careers in… series (e.g. accounting, law, advertising, etc.)
- SU Pirate Apprentice Days
- Internship Connections Fair

Information Requests and Feedback

A recruiting brochure with information about the Southwestern student profile, academic programs, enrollment and campus recruiting is available from our website or upon request. The university website also provides campus visiting information, such as driving directions and hotels convenient to the Georgetown area. Career Services also encourages employers to provide us feedback on the quality of our services and our website.

Solicitation

Southwestern University policy prohibits any commercial business or non-University sponsored organization from canvassing, soliciting or selling in campus buildings. Concern for privacy of students, general building security and the protection of persons and property require that such regulations exist.

Principles for Employment Professionals

[Reprinted from the NACE Principles for Professional Conduct (http://www.naceweb.org/principles/), with permission of the National Association of Colleges and Employers, copyright holder]

1. Employment professionals will refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

2. 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.

3. 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.

4. 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.

5. Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.

6. Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:

   a) 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;

   b) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;

   c) Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;

   d) Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;

   e) Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;

   f) Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.

7. 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.

8. 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 job-relatedness.

9. When using 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.

10. When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the career services office.

11. Employment professionals will cooperate with the policies and procedures of the career services office, including certification of EEO compliance as well as compliance with all federal and state employment regulations.

12. Employment professionals will honor scheduling arrangements and recruitment commitments.

13. Employment professionals recruiting for international operations will do so according to EEO and U.S. labor law standards. Employment professionals will advise the career services office and students of the realities of working in the foreign country and of any cultural or employment law differences.

14. Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

Principles for Third Party Recruiters

[Reprinted from the NACE Principles for Professional Conduct, (http://www.naceweb.org/principles/) with permission of the National Association of Colleges and Employers, copyright holder]

Preface: The NACE Principles provides definitions and guidelines for third parties and contractual/staffing services. It is our hope that career services will use this information to make appropriate decisions about the use of third-party, contractual, and staffing services in their operations, including career fairs. These standards are also designed to provide guidance to third-party recruiters who recruit college graduates through the college recruitment process. These standards are not to be construed as requiring or encouraging, or prohibiting or discouraging, use of third-party recruiters by college or employer professionals.

1. Definition of third-party recruiter:
    a. 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;
    b. Third-party recruiting organizations charge for services using one of the following fee structures:
        i. Applicant paid fee—The applicant pays the third-party recruiter a flat fee for services rendered or a fee based upon the applicant's starting salary once the applicant is placed with an employer.
        ii. Employer paid fee—
            a. Retainer—The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.
            b. Contingency fee—The employer pays to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.
            c. Fee for service—The employer pays a fee for specific services, e.g. job postings, access to resumes, booth space at a job fair, etc.
    c. The above definition includes, but is not limited to, the following entities regardless of the fee structure used by the entity to charge for services:
        i. Employment Agencies—Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.

ii. 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.
iii. Contract Recruiter—Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
iv. Online Job Posting or Resume Referral Services—For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.

d. Temporary Agencies or Staffing Services—Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional practice principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.
e. Outsourcing Contractors or Leasing Agencies—Outsourcing contractors or leasing agencies are employers, not third-party recruiters, and will be expected to comply with the professional practice principles set forth for employer professionals. These are organizations that contract with client organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises.
f. In most cases temporary agencies, staffing services, outsourcing contractors, or leasing firms will be treated as employers. However, should these firms actually recruit individuals to be employees of another organization, then the third-party professional practice principles shall apply.

2. Third-party recruiters will be versed in the recruitment field and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

3. Third-party recruiters will follow EEO standards in recruiting activities in a manner that includes the following:
   a. Referring qualified students to employers without regard to the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
   b. Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
   c. Refusing, in the case of resume referral entities, to permit employers to screen and select resumes based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
   d. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
   e. Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;
   f. Investigating complaints forwarded by the career services office or the employer client regarding EEO noncompliance and seeking resolution of such complaints.

4. Career centers may choose to advise students to approach with caution third-party recruiters who charge a fee. Members are encouraged to make available to students the NACE publication, "A Student's Guide to Interviewing With Third-Party Recruiters."

5. Third-party recruiters will disclose information as follows:
   a. Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
   b. When deemed necessary, third-party recruiters will disclose information upon request to career services that would enable career services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career services must respect the confidentiality of this information and may not publish it in any manner.

6. Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

7. Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose to career services the names of the represented employers.

Any questions or comments concerning these policies and procedures can be addressed to the Director of Career Services by calling 512-863-1346.