



CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

Policies & Procedures for Employers

SCOPE AND PURPOSE OF CAREER & PROFESSIONAL DEVELOPMENT RECRUITING SERVICES

The primary mission of the Southwestern University Center for Career & Professional Development (CCPD) is to empower Southwestern students to shape their professional identities, develop 21st century career-readiness skills, and construct well-managed professional lives. In addition, CCPD is committed to the overall mission of Southwestern University to involve the student in finding a personal and social direction for life, developing more sensitive methods of communication, cultivating those qualities and skills which make for personal and professional effectiveness, and learning to think clearly and make relevant judgments and discriminations.

In alignment with this mission, the primary purpose of recruiting services offered through CCPD is to help students and alumni find and participate in internship and employment opportunities that prepare for successful entry into professional career paths and align with the University's mission.

RECRUITMENT EXPECTATIONS FOR EMPLOYERS

The CCPD adheres to the Principles for Ethical Practices as outlined by the National Association of Colleges and Employers (NACE), and will provide services for talent acquisition professionals and organizations that:

- Are registered with [HireSU via Symplicity](#) and have an active profile.
- Abide by the following guidelines and policies: the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#), and the Fair Labor Standards Act.
- Work through and/or include the Center for Career & Professional Development in their on-campus recruiting engagement strategy to ensure compliance with all other recruiting guidelines listed in this document.

RECRUITING POLICIES & PROCEDURES FOR EMPLOYERS

CCPD assists employers seeking to fill full-time and part-time positions, volunteering and career-related paid or unpaid internships, using the following policies and procedures.

Non-Discrimination

Southwestern University is an equal opportunity employer and educator. Southwestern University's recruitment and admission

of students, awarding of financial aid, and operation of programs and facilities are without regard to sex, race, color, religion, age, disability, national or ethnic origin, sexual orientation, gender identity/transgender status, or any other impermissible factor. Southwestern University is also committed to compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally funded education programs and activities, including sexual misconduct.

All employers are similarly expected to consider applicants on the basis of qualifications, without regard to race, color, sex, religion, national origin, age, disabilities, sexual orientation, or veteran status. All employers must comply with the nondiscrimination requirements of the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Equal Employment Opportunity (EEO) standards.

Compensation

A bona fide full-time or part-time position is defined as a career opportunity that pays hourly wages, is salaried, pays commission, or some combination thereof, and does not require the candidate to pay a fee for training/coursework/background checks, purchasing a membership and/or products, or other related expenses (including draw against future earnings). We encourage transparency in job postings regarding type of compensation, especially related to commission.

Internships

Through Southwestern's interdisciplinary approach to education, students develop a curiosity and desire to learn, explore and create change. We empowers students to "Think, Create, and Connect...to Make Meaning and Make a Difference," and connect what happens inside and outside the classroom through their high-impact experiences. We believe that experiential learning opportunities, such as internships, add to the overall college education experience and should be for the primary benefit of the intern. In some instances, employers leverage **unpaid internships** to assist students in gaining real world job experiences. In these situations, we ask employers to reference [the U.S. Department of Labor Wage and Hour Division Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#). Additional resources are also available on the [NACE](#) website.

Third-Party Recruiters

While contract recruiters, search firms, resume referral firms, temporary agencies, and employment agencies may post

positions on Southwestern's job board, they must follow the following protocols:

- The client name (hiring company) is disclosed to Southwestern staff and any potential applicants in each position posted.
- Any and all associated fees are paid by the employer.
- The agency acknowledges that Southwestern may contact the hiring company to verify the third party's relationship.
- No student information may be disclosed for other purposes, nor can it be sold or provided to any entity other than that which has been disclosed by the hiring company.

On-Campus Recruiting

Employers are required to have an active account in [HireSU via Symplicity](#), and may advertise jobs and internship postings to Southwestern students and alumni free of charge. They are required to comply with [Equal Employment Opportunity](#) regulations. Employers must work with CCPD to advertise, promote and recruit students.

- **On-Campus Information Tabling:** Employers are allowed to reserve an information table three days per semester, no more than two consecutive days. Request for tabling in the campus center must go through CCPD.
 - Scheduling: Reservations must be submitted seven (7) business days in advance of the date requested. Complete the [Information Table form](#) and submit to CCPD. Employer will be contacted by CCPD to confirm reservations.
 - Advertising: CCPD will advertise and promote employer tabling 24 hours prior to the visit
 - Cancellations: Employers must provide 48 hour notice in the event of a schedule cancellation.
- **On-Campus Interviews:** The CCPD suite contains an interview room where employers can hold interviews with SU students/alumni for full-time, part-time and internship positions.
 - Employer will post position n [HireSU via Symplicity](#).
 - Employers will complete the [Recruiting Information Sheet](#) providing information detailing contact information, the position, interview dates and interview time slots.
 - If pre-selecting resumes for interviews, names of those candidates must be provided to CCPD no fewer than 4 working days prior to the interview date.
 - Employer agrees to notify students of non-selection.
 - Employers are expected to complete an evaluation form prior to leaving campus.
- **Career Fairs:** CCPD hosts three Career Fairs each semester: a part-time job fair in August and an

internship and career fair each semester, typically in September/October and February/March.

- Employers are required to have an active account in [HireSU via Symplicity](#)
- Advertised positions must be posted in HireSU.
- **Fliers, advertising and promotional materials:** All advertising/promotional materials must be sponsored by a University office/organization.
 - Employers will provide 15 copies to CCPD.
 - Upon approval, CCPD will endorse and submit materials for distribution around campus.

Solicitation

Southwestern University policy prohibits any commercial business or non-University sponsored organization from canvassing, soliciting, or selling in campus buildings.

Supporting or Sponsoring Career Programming

The Center for Career & Professional Development conducts numerous programs throughout the year, many of which include employer participation and/or sponsorship. If you are interested in increasing the visibility of your organization by getting involved with events such as the Careers in... series (e.g. on-campus panel presentations about occupational areas), Career Treks (field trips to employer work sites), the Career Connections BBQ (networking event for students and alumni), or others, please contact us at 512.863.1346 or pirate2pro@southwestern.edu.

Right of Refusal

Southwestern University reserves the right to terminate or refuse participation of any organization in our recruiting activities, including our online job board. Reasons may include:

- Misrepresentation or absence of information
- Complaints by students/alumni
- Requiring personal information such as bank accounts and social security numbers
- Harassment of Southwestern students, alumni, or staff
- Positions that do not pertain to college students or alumni
- Failure to adhere to campus policies and/or violation of any local, state, and federal laws
- Any risk to the student's personal or financial well-being
- Breach of confidentiality

Policy Changes

CCPD uses discretion when evaluating employer requests and reserves the right to make exceptions to these policies and guidelines as warranted by special circumstances, i.e., in certain situations deemed to be acceptable and beneficial to our students and CCPD, the University, or recruiters using our services. Such exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that this same decision will apply in the future.