SA/PPS No. 02.05 Career Services – Employer Contacts and On-Campus Recruitment Policies

Office of the Vice President for Student Affairs

Effective Date: 01/25/2016, E3Y
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01. POLICY STATEMENT

01.01 The Student Affairs Division educates and ensures the success of a diverse student population by creating and fostering a safe, welcoming, and comprehensive environment. The Division commits to excellence in the development and delivery of high quality programs and services to prepare responsible and contributing members for a global community.

01.02 The purpose of this policy and procedure statement is to outline employer recruitment policies and guidelines relative to career services for students and alumni.

01.03 Career Services is responsible for all career related services for students and alumni. This also includes university information for business and industry, distribution of career related information through social media, coordination for recruiting and interviewing, career fairs, job search assistance, resume preparation, cover letter writing, and assistance in obtaining summer jobs, co-op experiences and internships.

02. POLICY

02.01 Career Services limits the use of its services to students and alumni of Texas State University. It complies with and will require employers to comply with all applicable federal, state, and local laws and regulations in providing equal opportunity to all students and alumni who seek employment through on-campus recruitment opportunities. All students who are qualified by academic field, degree level, date of graduation and other non-discriminatory criteria are allowed to participate in on-campus recruitment programs and services.
03. **GUIDELINES**

03.01 All employment recruitment activities, including interviews, and student contacts, should be scheduled through Career Services, and will be conducted in the Career Services office or other locations approved by the Director.

03.02 Employer will agree to abide by the Equal Employment Opportunity policy and applicable federal, state, and local laws and regulations (UPPS 04.04.04).

03.03 Employment opportunity flyers/posters must first be approved by Career Services and in compliance with university policies (UPPS 07.04.02) before being considered for posting in public areas or distributed to students.

03.04 All flyers/posters must contain (a) name of employing organization, (b) type of job for which the company is recruiting, and (c) company contact information.

03.05 To recruit and engage with Texas State students in any manner, Texas State University requires all employers to complete a profile and be approved within the Career Services’ online employer database, Jobs4Cats, and to acknowledge and follow the National Association of Colleges and Employers (NACE) Principles for Professional Practice in the recruiting process.

04. **MAJOR RESPONSIBILITIES ASSOCIATED WITH SA/PPS**

04.01 Major responsibilities for routine assignments associated with this SA/PPS include the following:

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<td>Director, Career Services</td>
<td>Jan. E3Y</td>
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05. **CERTIFICATION STATEMENT**

This SA/PPS has been approved by the following individuals in his/her official capacity and represents Texas State University policy and procedure from the date of this document until superseded.

Director, Career Services, Senior Reviewer

Vice President for Student Affairs