

## *Guidelines & Principles for Recruiting at Texas State*

Texas State Career Services adheres to the National Association of Colleges and Employers (NACE) Principles for Professional Practice. For more information, please visit the <http://www.naceweb.org/principles/?referral=knowledgecenter&menuID=203&nodetype=4>.

Recruiters are expected to conduct themselves in a manner that is consistent with NACE principals. **Any recruiter attempting to place “improper influence” on a student during his or her employment decision will be in violation of the NACE principles. Acknowledgement to Texas State Career Services Recruiter Policies is required in order to participate in on-campus recruiting.**

### *Guidelines*

- Firms are expected to abide by both the letter and spirit of these guidelines.
- A “recruiting contact” includes, the following:
  - A social event of any kind or size (e.g., receptions, meals, etc.). This includes contact by current students who have already accepted employment offers.
  - *Private* oral or written communications to a *specific* student(s) that either (a) express an interest in employing the student(s), or (b) encourage the student(s) to seek employment at the recruiting organization.
- A “recruiting contact” does not include:
  - Career Day, classroom, or student organization (e.g., Beta Alpha Psi, Accounting Club) presentations with a significant educational component
  - *Private* oral or written communications of an administrative nature (e.g., verifying a mailing address, confirming an interview date, inviting a student to an authorized recruiting event, arranging for accommodations).
- The following activities are prohibited:
  - Recruiting activities between Friday 10:00 PM and Sunday 5:00 PM.
  - Making alcoholic beverages available to students at any recruiting event.
  - Office visits during the last two weeks of a semester
- In arranging interviews, recruiters will accommodate students’ course schedules. Missing class to interview is not a legitimate academic excuse.
- The Accounting Department will encourage students to observe standard protocol in their dealings with recruiting organizations, including timely response to invitations, reasonable requests for information, and declining office visits absent an intention to seriously entertain an internship offer.

## Offers

Employers must put employment offers in writing. The offer letter must include the salary or wage associated with the position and the start date. The letter should clearly specify what is included in the terms of employment and that no further commitments have been made. If the offer of employment is conditional (e.g., upon a medical exam, or upon acceptance of the offer within a specified period), the condition(s) should be clearly stated. The start of the required offer timeline is determined by the date of the written offer letter. We request that employers notify Career Services once students have accepted an offer.

### **Exploding Offers:**

Texas State Career Services, McCoy College, Department of Accounting and NACE prohibit "exploding offers" resulting from on-campus recruiting. An exploding offer requires a student to accept a job offer within a very short period of time or face having the offer rescinded or markedly diminished. This places undue pressure on a student and is viewed as inappropriate conduct.

### **Full-time Offers:**

- Offers made to candidates who have recently completed an internship with your company must remain open for a minimum of three weeks after the written date of the offer.
- Offers made as a result of fall recruiting (September – November), must remain open until December 1st or a minimum of three weeks after the written date of the offer

### **Internship Offers:**

- Offers for internships must remain open for a minimum of three weeks after the written date of the offer.
- The length of internships must be either
  - A minimum of eight (8) weeks at 40 hours a week, OR
  - A minimum of 16 weeks at a minimum of 20 hours a week

Both the number of weeks and minimum hours per week must be met for the student to receive course credit.

If a student reneges on a written acceptance of employment, please notify the Career Services Director or the department chair. We recognize the importance of integrity in accepting an offer and want the opportunity to follow up with the candidate.