**Career Services – Employer Contacts SS/PPS No. 07.02**

**and On-Campus Recruitment Policies Issue No. 5**

**Revised Date: 03/22/2024**

**Effective Date: 03/22/2021**

**Next Review Date: 01/01/2024 (E3Y)**

**Sr. Reviewer: Director, Career Services**

**\*01. SCOPE**

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

01.02 Career Services is responsible for all career-related services for students and alumni. This includes coordination of employer recruiting and interviewing, career fairs and employer events, and management of the Texas State University-wide job and internship board, [Jobs4Cats](https://www.careerservices.txstate.edu/jobs4cats.html).

**02. POLICY**

02.01 Career Services limits the use of its services to students and alumni of Texas State. 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. PROCEDURES**

03.01 All employment recruitment activities, including interviews held on campus, tabling, and presentations, should be scheduled through Career Services, and will be conducted in the Career Services Office or other locations approved by Career Services staff.

03.02 Employers will agree to abide by the [Equal Employment Opportunity policy](https://www.eeoc.gov/employers), applicable federal, state, and local laws and regulations, and the university’s affirmative action statement (see [UPPS No. 04.04.04](https://policies.txstate.edu/university-policies/04-04-04.html), Affirmative Action Program).

03.03 Career Services limits the approval of any employment opportunity flyers or posters and encourages all opportunities to be posted in [Jobs4Cats](https://www.careerservices.txstate.edu/jobs4cats.html) (see [UPPS No. 07.04.02](https://policies.txstate.edu/university-policies/07-04-02.html), Posting/Distribution of Literature, Informational Booths & Banners on Campus).

03.04 To recruit and engage with Texas State students in any manner, Texas State requires all employers to complete a profile and be approved within the Career Services’ online employer database, [Jobs4Cats](https://www.careerservices.txstate.edu/jobs4cats.html), and to acknowledge and follow the [National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice](http://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/) in the recruiting process.

**04. REVIEWER OF THIS PPS**

04.01 Reviewer of this PPS includes the following:

Position Date

Director, Career Services January 1 E3Y

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Director, Career Services; senior reviewer of this PPS

Vice President for Student Success