Employer Recruitment

The Office of Career Services shares the University’s commitment in recruiting and providing post-graduation opportunities for all students. As a centrally organized University function, Career Services is the main point of contact for employer recruitment activity to ensure the laws of the U.S. Department of Labor and professional standards of the National Association of Colleges and Employers are closely followed while maintaining appropriate documentation for University reporting and accreditation. Employer recruitment activity includes providing student resumes, employer interviews, and formal or informal on-campus recruitment.

Institutional and Personal Risk
Some common practices which seem in best interest of the student or academic department may actually be placing the institution or University employee at risk. Coordinating all employer recruitment activity through the Office of Career Services assists in minimizing these risks for the University and professionals.

Common Risks:
- Referring your “best” student to an employer. This may violate Equal Employment Opportunity and Affirmative Action Principles by limiting student access to the opportunity.
- Acting as a third-party recruiter/agent by prescreening otherwise qualified students who meet the minimal criteria of the job, internship, or co-op posting.
- Securing an employer relationship solely with one department or academic unit. Very few employers hire from a single field of study and this prevents other students from having equal access to the same opportunities.
- Providing basic recruitment related services at a minimum price or donation that prevents other employers of having the same access to qualified student information.

Professional Practice and Role of Career Services
The following outlines the Professional Principles that the Office of Career Services adheres to when interacting with employers.

1. Career Services will provide students with information on a range of career opportunities and types of employing organizations. They will inform students of the means and resources to gain access to information which may influence their decisions about an employing organization. Career services professionals will also provide employing organizations with accurate information about the educational institution and its students and about the recruitment policies of the University.

2. Career Services will provide comparable services to all employers, regardless of whether the employers contribute services, gifts, or financial support to the University and regardless of the level of such support.
3. Career Services will establish reasonable and fair guidelines for access to services by employers. When guidelines permit access to organizations recruiting on behalf of an employer and to international employers, the following principles will apply:

   a. Organizations providing recruiting services for a fee may be asked to inform Career Services of the specific employer they represent and the specific jobs for which they are recruiting. When deemed necessary, Career Services can request contact information to verify that the organization is recruiting for a bona fide job opportunity. Career Services must respect the confidentiality of this information and may not publish it in any manner. Third-party recruiters that charge fees to students should not be permitted access to the University;

   b. Employers recruiting for work outside of the United States are expected to adhere to the equal employment opportunity (EEO) policy and U.S. labor law policies. They will advise the Career Services office and the students of the realities of working in that country and of any cultural and employment law differences.

4. Career Services will maintain EEO compliance and follow affirmative action principles in employment recruitment activities in a manner that includes the following:

   a. Referring all interested students for employment and experiential learning opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, military status, veteran status, or disability, and providing reasonable accommodations upon request;

   b. Notifying employing organizations of any selection procedures that appear to have an adverse impact based upon the student’s race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;

   c. Assisting recruiters in accessing certain groups on campus to provide a more inclusive applicant pool;

   d. Informing all students about employment and experiential learning opportunities, with particular emphasis on those in occupational areas where certain groups of students are underrepresented;

   e. Developing awareness of, and sensitivity to, cultural differences and the diversity of students, and providing responsive services;

   f. Responding to complaints of EEO noncompliance, working to resolve such complaints with the recruiter or employing organization, and, if necessary, consulting with the appropriate campus department.

5. Any disclosure of student information outside of the educational institution will be with prior consent of the student unless health and/or safety considerations necessitate the dissemination of such information. Career Services will exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer data bases.
6. Only qualified personnel will evaluate or interpret assessments of a career exploration nature. Students will be informed of the availability of assessments, the purpose of such assessments, and the disclosure policies regarding assessment results.

7. If the charging of fees for employer recruitment becomes necessary, such fees will be appropriate to the budgetary needs of the Office of Career Services and will not hinder student or employer access to services. All student and University organizations engaged in recruitment activities are to follow this principle.

8. Career Services will advise students about their obligations in the recruitment process and establish mechanisms to encourage their compliance. Students’ obligations include providing truthful and accurate information; adhering to schedules; accepting an offer of employment in good faith; notifying employers on a timely basis of an acceptance or non-acceptance and withdrawing from the recruiting process after accepting an offer of employment; interviewing only with employers for whom students are interested in working and whose qualifications requirements they meet; and requesting reimbursement of only reasonable and legitimate expenses incurred in the recruitment process.

9. Career Services will provide services to international students consistent with U.S. immigration laws; inform those students about these laws; represent the reality of the available job market in the United States; encourage pursuit of only those employment opportunities in the United States that meet the individual's work authorization; and encourage pursuit of eligible international employment opportunities.

10. Career Services has established job and internship posting guidelines; communicates these guidelines to students and employers; and reviews job and internship postings submitted by employers. Career Services will make a reasonable effort to ensure that jobs and internships posted to Eagle Career Net adhere to their University's standards and NACE Principles, in a manner that includes the following:

   a. All postings should adhere to the standards and guidelines prescribed by the University;
   
   b. Job postings should be suitable and appropriate for candidates from Georgia Southern University, as determined by Career Services staff;
   
   c. Internship and Co-Op postings should meet the definition and criteria for internships

11. Career Services will also promote and encourage acceptance of these practices throughout the University, particularly with faculty and staff who may work directly with employers, and will respond to reports of noncompliance.

References
