



# CALIFORNIA STATE UNIVERSITY, FULLERTON

## EMPLOYER RECRUITMENT GUIDELINES & POLICIES

The Cal State University, Fullerton Career Services seeks to partner with local, regional, and national employers to maximize their recruiting efforts and results, and to assist our students and alumni in making informed and meaningful career decisions. We promote opportunities that assist our students and alumni in gaining exposure to their life-calling, career industries, or any vocational aspect of their future.

CSUF Career Center - welcomes employers and offers them the opportunity to recruit on campus, post jobs and internships, conduct information sessions, and participate in CSUF Career Center recruiting events if the company/organization represented understands and abides with the following guidelines.

### GENERAL POLICIES AND GUIDELINES

1. CSUF'S Career Center serves employers that offer bona fide full-time, part-time, internship, volunteer, or fellowship positions to students and alumni. All employers must adhere to Equal Employment Opportunity guidelines <https://www.eeoc.gov>, NACE Guidelines for Professional Practice (NACE) [NACE Principles for Professional Practice](#), and CSUF'S Offer and Acceptance Guidelines outlined below. Employers are prohibited from posting positions that request donations, non-refundable fees, investments or have items or services for sale.
2. We reserve the right to refuse service to employers at the discretion of the Career Center's Executive Director due to any objectionable activities, including, but not limited to: requiring at the time of application personal information such as bank and social security numbers; misrepresentation by dishonest information or absence of information; student complaints; fraud; failure to adhere to CSUF'S Career Center policies, or any violation of California State University, local, state, or federal laws.
3. On-Campus Interviewing is open to employers with entry-level, full-time positions and career-related paid internships. Campus interviewing is not available to employers with commission only or draw against salary positions. Career Center facilities are to be used solely to speak with students and alumni from CSUF or individuals eligible for CSUF Career Center services.
4. The Career Center 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, the Career Center, 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.
5. The Career Center reserves the right to refuse service to organizations or individuals due to any of the following:
  - requiring personal information at the time of application, such as bank and SSN;
  - misrepresentation, whether defined by dishonest information or absence of information;
  - fraud;
  - harassment of CSUF students, alumni, or staff;
  - breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA);
  - failure to adhere to Career Center employer guidelines;
  - any violation of California State University rules and regulations;
  - any violation of local, state, or federal laws.



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6. **Preselection Screening Criteria:** Major, school year, GPA and work authorization are the screening criteria used for positions in Titan Connection. Any student who meets these job requirements (as determined by the employer) and submits a resume will be deemed a "fully qualified" applicant. Other interested students who do not match the screening criteria will still be able to submit resumes. They will be appear as "not fully qualified" and are available as candidates for your consideration. Therefore, enter your screening specifications carefully, but without being too restrictive, to ensure the best possible "fully qualified" applicant pool. Please note that students can self-select their work authorization status in Titan Connection, thus that information has not been verified to use to screen students who are fully qualified, not fully qualified, or prefer not to answer. Students are able to change their year in school in Titan Connection so employers are encouraged to request students submit unofficial transcripts with their application to verify year in school.
7. **OCR Reception Area as Neutral Territory:** Employers are asked to respect the neutrality of the On-Campus Recruiting reception area. Students may feel uncomfortable talking to other employers while waiting to be called by their scheduled interviewers. Greeters are permitted as long as their presence does not create an unpleasant environment for students and other recruiters and does not interfere with other Career Center business.

### **STUDENT EMPLOYMENT OFFER GUIDELINES FOR EMPLOYERS**

Recognizing that students need time to make informed decisions when comparing and responding to offers and employers need to be able to effectively manage their time-sensitive recruitment processes, the following guidelines are intended to provide students and employers a fair and transparent framework for managing the offer phase of the process in this increasingly competitive job market:

1. Students need time to make informed decisions when comparing and responding to offers. Employers are recommended to be flexible in granting offer extensions on a case-by-case basis if the circumstances warrant it.
2. The written offer should clearly state all appropriate terms and conditions, including, but not limited to, position title/description, location, benefits, start date, salary, bonuses, etc.

### **EXPLODING OFFERS/EXCESSIVE PRESSURE**

The CSUF Career Center defines an exploding offer as any offer that does not conform to the policies stated above. Employers should not make offers or pressure students to accept "early" offers including those requiring a quick response time, nor should they attach incentives involving diminishing bonuses, reduced options for Location preferences, etc. Further, asking a student if he or she is ready to make a decision on the spot or providing the student with a hypothetical situation involving a potential offer are also considered inappropriate.

Exploding offers put undue pressure on students to make decisions before completing the interviewing process. Students may not be ready to make a final decision before completing all their interviews. Further, pressure to accept early compromises our efforts to enforce our student policy against renegeing.

### **INCOME INFORMATION/SALARY/COMMISSION SALES**



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CSUF Career Center requires that all job postings on CSUF TITAN CONNECTION must define the salary compensation clearly. If your position is compensated solely by commission, CSUF Career Center requires a clearly stated, realistic expectation of the range of anticipated income for new incoming recruits in their first year. CSUF Career Center also requires that any training or licensing fees be clearly stated and training expectations and procedures are stated within the job description. Please also state if the position provides a draw, or other financial aids to help with the first few months/years at your company. All salary compensation must show a range of salary, may be defined as “commission based,” but must indicate more than “DOE” (depends on experience) or “TBD” (to be determined). A range of salary must be shown for all CSUF TITAN CONNECTION users to see.

### **NON-COMPLIANCE WITH STATE AND FEDERAL LAWS AND CSUF EDUCATION GOALS**

CSUF reserves the right to refuse usage of the Career Center facilities and services to any employer or organization not in compliance with state and federal law pertaining to Equal Employment Opportunity. Equal Employment Opportunity extends to all aspects of the employment relationship including hiring, recruiting, interviewing, selection, transfer, promotion, training, working conditions, compensation, benefits, and other terms and conditions of employment.

In addition, CSUF maintains the right to refuse usage of its Career Center facilities and services to any employer or organization whose policies or goals are determined to be in conflict with the ideals, principles, practices, and traditions of the University as an institution of higher learning. Job postings ineligible for posting on CSUF job database called CSUF TITAN CONNECTION include the following:

- Job postings for positions that promote the use of alcohol, tobacco use, or gambling;
- Job postings for positions that promote pornography or display of sexually suggestive material;
- Job postings that risk placing applicants in an immoral, unethical, or potentially dangerous situation;
- Job postings that openly discriminate against one’s age, race, sex, or religion;
- Job postings that contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, hateful; or
- Any job posting the University deems to be inconsistent with the University’s ideals, principles, practices, and traditions.

CSUF assumes no responsibility or liability for an employer’s hiring practices, workplace facilities, or employment conditions. In using CSUF Career Center facilities and services, employers agree not to hold CSUF responsible for any claims, damages, or losses incurred by the applicant, employer, or any other party as a result of the employer’s use of CSUF Career Center facilities and services.

### **STUDENT & ALUMNI CONFIDENTIALITY**

Recruiters will maintain the confidentiality of student & alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student or alumni information to another organization without the prior written consent of the student or alumni, unless necessitated by health and/or safety considerations. CSUF Career Center will also protect the confidentiality of students or alumni and will not release resumes or information to employers without the student’s or alum’s consent.



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CSUF Career Center is committed to maintaining the privacy of personal information collected primarily through CSUF TITAN CONNECTION. Personal information collected and maintained by the CSUF Career Center is used in the provision of services to our clients, as well as to inform them of services and programs that may be of interest. As such, this collected information is accessible only to CSUF Career Center staff. The personal information we collect may also be used to construct aggregate reports that assist us in program planning and for statistical reports. Any personal information collected from clients in the provisions of services is shared with parties outside of CSUF Career Center in compliance with relevant privacy laws.

### **THIRD PARTY EMPLOYMENT AGENCIES OR RECRUITERS**

CSUF Career Center allows third party recruiters to post positions only on CSUF TITAN CONNECTION. However, in order for us to approve this job posting, and to help ensure the employment opportunity is aligned and within our Employer Recruiting Guidelines, third party recruiters are only allowed to post a position for one individual client. CSUF TITAN CONNECTION may not be used for agency marketing purposes or the promotion of multiple positions in one posting. If necessary to prove organization legitimacy, the Career Center reserves the right to request the name of the client that the third party agency is posting on behalf of. This information will be kept confidential and only available to CSUF Career Center staff. Students, alumni, and other users will be unable to see the prospective employer's information unless the recruiter desires to disclose their information.

Representatives may recruit or post opportunities through CSUF Career Center under the following conditions:

- No fee is charged to the student or applicant.
- If requested, the name of the hiring company is released to and approved by CSUF Career Center staff.
- The hiring company is an Equal Opportunity Employer.

### **COMMISSION-BASED SALES POSITIONS**

Employers offering positions that are 100% commission can offer these positions under the following conditions:

- The position does not require payment upfront or an investment on the part of the student or alumni.
- The compensation structure is clearly disclosed in the position description.
- Ranges of salary compensation may be used to disclose a probable range of salaries.
- All positions are pre-approved and reviewed by Career Services before posting viewable positions and before promoting it to students.

### **CAMPUS BRAND AMBASSADORS POSTINGS**



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- We will not accept positions for brand ambassadors that require a candidate to promote or sell a company product.
- We will only accept these types of positions if the candidate has already participated in an internship with the organization and is working on the basis of promoting career opportunities with the company.

### **ALCOHOLIC BEVERAGES**

In compliance with the University's policy prohibiting the use of alcoholic beverages, employers should not serve alcoholic beverages at any employer-related functions held on or off campus.

### **MARIJUANA AND CANNABIS INDUSTRY**

The CSUF Career Center will not accept companies or positions involved with the use, production, testing, or distribution of recreational or medical marijuana. As the use of marijuana is illegal at the federal level, and CSUF receives federal funds, we must comply with federal law. In addition, the use of marijuana violates the Drug-Free Schools and Communities Act and continues to be banned on campus.



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