CSUF | Career Center
STUDENT AFFAIRS AND STRATEGIC ENROLLMENT MANAGEMENT

EMPLOYER RECRUITMENT GUIDELINES & POLICIES

California State University, Fullerton - Division of Student Affairs and Strategic Enrollment Management

Career Center

Career Services – EMPLOYER RECRUITMENT GUIDELINES & POLICIES, and other important information for employers/recruiters dealing with the CSUF Career Center, Students, and Alumni

(For additional written information please see the CSUF Career Centers' Privacy and Usage Policies available at http://www.fullerton.edu/career/recruiters/post-positions.php)

GENERAL 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 - California State University, Fullerton 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.

CSUF Career Center assists employers looking for qualified candidates for paid internships, for full-time salaried and part-time positions, as well as academic credit internships, service learning, voluntary, research or seasonal positions. The Career Center reserves the right to promote positions and employers that best meet CSUF student population and needs. Current CSUF Career Center policies do not allow us to accept companies or organizations if they do not appear to support the best interest of students, alumni, and/or CSUF in general.

GENERAL EMPLOYER REQUIREMENTS FOR MOST POSITIONS OR TO POST POSITIONS INCLUDE:

- The posting includes a designation of degree, stated clearly, if a necessary qualification.
- The posting must clearly state the salary or range of salary, if a compensated position.
- The posting must explain the qualifications, general areas of expertise and experience needed to qualify for the position.
- All steps for the application process must also be stated, giving necessary contact information.

NONCOMPLIANCE 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.

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.

CSUF Career Center collection and access to students' personal information is governed by federal law, including the Federal Family Educational Rights and Privacy Act (FERPA).

Information collected on CSUF TITAN CONNECTION or through the CSUF Career Center website will not be sold, transmitted, or disclosed to any other organization. CSUF is not liable, however, for confidentiality breach that is beyond their reasonable control.

INCOME INFORMATION/SALARY/COMMISSION SALES

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.

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.

WORK ENVIROMENT

To help ensure a safe work environment for students, the Career Center does not promote positions that require students to work from an employer's private residence. Home-based businesses are welcome to recruit through the Career Center, provided the position is virtual or performed at a workplace other than the employer's home.

EMPLOYER CODES OF CONDUCT

CSUF Career Center adheres to the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals. We ask employers/recruiters to maintain a positive, collaborative, working relationship with Career Services staff. This includes meeting deadlines for on-campus interview visits, providing information and data requested to promote a position, providing new hire data and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA).

OTHER POLICIES

The final approval for organizations to utilize CSUF Career Center resources and/or to recruit CSUF students is dependent upon the authorization of the Director of Career Center and the Associate Vice President of Student Affairs. CSUF Career Center expects employers to abide by NACE's Principles for Professional Conduct for Career Services and Employment Professionals (http://www.naceweb.org/principles/).

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.

FEES TO STUDENTS

CSUF will not grant campus recruiting privileges or online recruiting access to organizations which charge a fee (e.g., certification or licensing fee, equipment purchase, initial investment in the company, etc.) to students or applicants.

ALCOHOL

Alcohol is prohibited on-campus and off-campus during the recruiting process. CSUF Career Center abides by the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals which states, "Serving alcohol should not be part of the recruitment process."

DISCRIMINATION AND HARASSMENT

We seek to introduce our students to working and learning environments that are free from discrimination and sexual harassment. If students complain about a recruiter or employer's actions on or off campus, we will seek appropriate investigation of the incident. Cal State University, Fullerton reserves the right to require employers to follow Equal Employment Opportunity (EEO) practices as outlined by the government.

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.

NETWORK MARKETING

CSUF Career Center does not work with network marketing organizations, nor approve of their recruitment on CSUF campus, nor approve their job announcements on CSUF TITAN CONNECTION. Network marketing is a marketing strategy in which the sales force is compensated not only for sales they personally generate, but also for the sales of others they recruit, creating a down line of distributors and a hierarchy of multiple levels of compensation. Other terms for Network Marketing include multi-level marketing (MLM), pyramid selling, and referral marketing. We reserve the right to prevent any organization from recruiting at CSUF based on the aforementioned criteria. Websites found to help identify these organizations or provide information to refer to:

- The Federal Trade Commission has several articles of helpful information: http://www.ftc.gov/public-statements/1998/05/pyramid-schemes and http://business.ftc.gov/documents/inv08-bottom-line-about-multi-level-marketing-plans

- Other website to use for information and helpful resources include – https://www.sec.gov/spotlight/enf-actions-ponzi.shtml or http://pyramidschemealert.org/

The rationale for this stance is to maintain a comfortable working environment for CSUF staff, faculty, students and Alumni where no one feels pressured to participate in external business programs.

CSUF Career Center reserves the right to maintain or discontinue an employer relationship, decide the appropriateness of a position, and monitor an organization's representatives and hiring practices. Employers who are unable to comply with these general policies should utilize other recruiting resources. If an employer is found to be in violation of these policies, all recruiting privileges will be revoked.