



Policies & Procedures for Employers

SCOPE AND PURPOSE OF CAREER & PROFESSIONAL DEVELOPMENT RECRUITING SERVICES

The primary mission of the Southwestern University Center for Career & Professional Development (CCPD) is to empower Southwestern students to shape their professional identities, develop 21st century career-readiness skills, and construct well-managed professional lives. In addition, CCPD is committed to the overall mission of Southwestern University to involve the student in finding a personal and social direction for life, developing more sensitive methods of communication, cultivating those qualities and skills which make for personal and professional effectiveness, and learning to think clearly and make relevant judgments and discriminations.

In alignment with this mission, the primary purpose of recruiting services offered through CCPD is to help students and alumni find and participate in internship and employment opportunities that prepare for successful entry into professional career paths and align with the University's mission.

RECRUITMENT EXPECTATIONS FOR EMPLOYERS

The CCPD adheres to the Principles for Ethical Practices as outlined by the National Association of Colleges and Employers (NACE), and will provide services for talent acquisition professionals and organizations that:

- Are registered with [HireSU via Symplicity](#) and have an active profile.
- Abide by the following guidelines and policies: the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#), and the Fair Labor Standards Act.
- Work through and/or include the Center for Career & Professional Development in their on-campus recruiting engagement strategy to ensure compliance with all other recruiting guidelines listed in this document.

RECRUITING POLICIES & PROCEDURES FOR EMPLOYERS

CCPD assists employers seeking to fill full-time and part-time positions, volunteering and career-related paid or unpaid internships, using the following policies and procedures.

Business Information

Each employer seeking to recruit students must provide a business address prior to receiving approval for postings or campus recruiting. Alternatively, your posting must have clear information about remote opportunities or ability to meet in a public location to complete work responsibilities. Positions located at a private residential address will not be approved.

Non-Discrimination

Southwestern University is committed to providing a work and educational environment free of discrimination and harassment. Southwestern University does not discriminate on the basis of age, disability, race, color, national origin, ethnicity, religion, sex, gender, gender identity, sexual orientation, pregnancy or related conditions, genetic information, military service, status as a veteran, citizenship status, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs, and related activities. Southwestern University operates in compliance with federal laws such as, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and all applicable State of Texas laws.

To report discrimination against protected categories, or to make inquiries about related policies, please refer to the following reporting structures:

- Sex Discrimination and Sexual Misconduct: [Title IX Office](#)
- Disability or ADA accommodations for students: [Services for Students with Disabilities](#)
- Other issues affecting students: [Dean of Students](#)
- To report any form of discrimination, with the option for anonymity: [Confidential Campus Hotline](#)

All employers are similarly expected to consider applicants on the basis of qualifications, without regard to race, color, sex, religion, national origin, age, disabilities, sexual orientation, or veteran status. All employers must comply with the nondiscrimination requirements of the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Equal Employment Opportunity (EEO) standards.

Compensation

A bona fide full-time or part-time position is defined as a career opportunity that pays hourly wages, is salaried, pays commission, or some combination thereof, and does not require the candidate to pay a fee for training/coursework/background checks, purchasing a membership and/or products, or other related expenses (including draw against future earnings). We encourage transparency in job postings regarding type of compensation, especially related to commission.

Internships

Through Southwestern's interdisciplinary approach to education, students develop a curiosity and desire to learn, explore and create change. We empower students to "Think, Create, and Connect...to Make Meaning and Make a Difference," and connect what happens inside and outside the classroom through their high-impact experiences. We believe that experiential learning opportunities, such as internships, add to the overall college

education experience and should be for the primary benefit of the intern. In some instances, employers leverage **unpaid internships** to assist students in gaining real world job experiences. In these situations, we ask employers to reference [the U.S. Department of Labor Wage and Hour Division Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#). Additional resources are also available on the [NACE](#) website.

Third-Party Recruiters

While contract recruiters, search firms, resume referral firms, temporary agencies, and employment agencies may post positions on Southwestern's job board, they must follow the following protocols:

- The client name (hiring company) is disclosed to Southwestern staff and any potential applicants in each position posted.
- Any and all associated fees are paid by the employer.
- The agency acknowledges that Southwestern may contact the hiring company to verify the third party's relationship.
- No student information may be disclosed for other purposes, nor can it be sold or provided to any entity other than that which has been disclosed by the hiring company.

On-Campus Recruiting

Employers should have an active account in [HireSU via Symplicity](#), and should advertise jobs and internship postings to Southwestern students and alumni prior to their requested visit. They are required to comply with [Equal Employment Opportunity](#) regulations. Employers must work with CCPD to advertise, promote and recruit students.

- **On-Campus Information Tabling:** Employers are allowed to request an information table two days per semester; they may be consecutive days or separate. Request for tabling in the campus center must go through CCPD.
 - Scheduling: Requests must be submitted seven (7) business days in advance of the date requested. Complete the [Information Table Request](#) and submit to CCPD. Employer will be contacted by CCPD to confirm reservations.
 - Advertising: CCPD will advertise and promote employer tabling 24 hours prior to the visit
 - Cancellations: Employers must provide 48-hour notice in the event of a schedule cancellation. Repeat cancellations may result in temporary suspension of on-campus recruitment privileges.
- **On-Campus Interviews:** The CCPD suite contains an interview room where employers can hold interviews with SU students/alumni for full-time, part-time and internship positions. To request the on-campus interview room you should complete the following:
 - Employer should post position on [HireSU via Symplicity](#).
 - Employers will contact CCPD and provide requested information to request a date.
 - If pre-selecting resumes for interviews, names of those candidates must be provided to CCPD no fewer than 4 working days prior to the interview date.

- Employer agrees to notify students of non-selection.
- Employers are expected to complete an evaluation form prior to leaving campus.
- **Career Fairs:** CCPD hosts recruiting fairs each semester: a part-time job fair in August and an internship and career fair each semester, typically in September/October and February/March. To participate:
 - Employers should have an active account in [HireSU via Symplicity](#)
 - Advertised positions should be posted in HireSU.

Solicitation

Southwestern University policy prohibits any commercial business or non-University sponsored organization from canvassing, soliciting, or selling in campus buildings.

Supporting or Sponsoring Career Programming

The Center for Career & Professional Development conducts numerous programs throughout the year, many of which include employer participation and/or sponsorship. If you are interested in increasing the visibility of your organization by getting involved with events such as the Careers in... series (e.g. on-campus panel presentations about occupational areas), Career Treks (field trips to employer work sites), the Career Connections BBQ (networking event for students and alumni), or others, please contact us at 512.863.1346 or recruitapirate@southwestern.edu.

Disclaimer

Southwestern University does not endorse or recommend employers, and a posting does not constitute an endorsement or recommendation. The University explicitly makes no representations or guarantees about job listings or the accuracy of the information provided by an employer. The University is not responsible for safety, wages, working conditions or any other aspect of private, off-campus employment or pre-employment screening without limitation. It is the responsibility of students to perform due diligence in researching employers when applying for or accepting private, off-campus employment or pre-screening appointments and to thoroughly research the facts and reputation of each employer to which they are applying.

Right of Refusal

Southwestern University reserves the right to terminate or refuse participation of any organization in our recruiting activities, including our online job board. Reasons may include:

- Misrepresentation or absence of information
- Complaints by students/alumni (CCPD reserves the right to maintain student confidentiality in the event of an employer-related complaint)
- Requiring personal information such as bank accounts and social security numbers
- Harassment of Southwestern students, alumni, or staff
- Positions not pertaining to college students or alumni
- Failure to adhere to campus policies and/or violation of any local, state, and federal laws
- Any risk to the student's personal or financial well-being
- Breach of confidentiality

Policy Changes

CCPD uses discretion when evaluating employer requests and 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

and CCPD, 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.