

Colorado State University

Campus Recruitment Policies and Guidelines

In order to recruit on Colorado State University's campus, along with following CSU policies and guidelines outlined below, we ask that all employers abide by the [Principles for Professional Practice for Career Services & Employment Professionals](#) of the National Association of Colleges and Employers (NACE). To protect the best interest of our students, employers conducting recruitment activities through student associations or academic departments should do so in accordance with the policies of NACE and career services.

If employers are found violating any of these policies and/or student complaints are filed regarding an employer, Career Services will investigate and reserves the right to deny an organization campus recruiting services pending the results of the investigation.

ELIGIBILITY REQUIREMENTS TO RECRUIT AT CSU

All employers must be deemed legitimate organizations with verifiable business name, physical address, email address, phone number (website is desirable) and the name of a contact who can be reached at the listed address(es). Most companies with salaried positions that require college degrees are eligible. Foreign based businesses may be verified by the U.S. Department of State.

Employers must agree to abide by the National Association of Colleges and Employer (NACE) Principles for Professional Practice, including the following criteria:

- Must have current or anticipated job openings for college graduates or interns
- For current students, employers must have an "employer-employee" relationship for paid positions (W-2) and have no required fees, (other than professional licensure fees for career employees)
- 1099 positions are eligible for posting on Handshake for experienced graduates (3+ years) and must include the following disclaimer in the posting: "This is a 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the client. For more information please refer to www.irs.gov or talk with a tax professional."
- 1099 independent contractor recruiting is not permitted at Career Fairs nor eligible for On-Campus Interviews or Resume Referral Services.
- Must subscribe to the Equal Employment Opportunity (EEO) laws established by the Federal and Colorado governments

Network Marketing Organizations

Network Marketing Organizations are not considered "employers" by Career Services and are not eligible to participate in on-campus interviewing, resume referrals, job listings, employer presentations, and/or sponsorships for on-campus activities.

Career Services considers organizations that engage in the following to be Network Marketing Organizations:

- Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- AND -
- Requiring an initial cash or capital investment, account balance or similar fiscal requirements from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may include but is not limited to such things as direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.

Another characteristic of a Network Marketing Organization may be that compensation is in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Third-Party Recruiting Agencies

The CSU Career Services, in accordance with the Collegiate Career Services Association of Colorado and Wyoming (CCSA) uses the National Association of Colleges and Employers' definition of third-party recruiters as "...agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment."

We follow general NACE guidelines in working with third-party agencies as published in the Principles for Professional Conduct for Career Services and Employment Professionals.

We provide direct assistance to third-party agencies that meet the following criteria:

- Third party recruiters will be allowed to post positions if they provide a full job/internship description for a valid opening and disclose the nature of the relationship between the agency and the employer to career services staff. Although not required to be included in the posting itself, it is required that the name of the employer for which the third party is providing recruiting services be provided to career services. *CSU will not solicit business away from third-party recruiters by offering to deal directly with the employer. If CSU is already working with the named employer on recruiting efforts, this creates a conflict of interests and further investigation will be warranted.*
- In accordance with the Family Educational Rights and Privacy Act (FERPA), any candidate information provided by the college or university will be for the exclusive use of the recruiting agency and the identified employer. Re-disclosure of candidate information is not permitted.
- Third party recruiters must comply with all federal and State Equal Employment Opportunity laws (Titles VI and IX, and ADA).
- Third party recruiters are prohibited from charging any fees to students in exchange for services.

Commission, Sales, and Financial Industry Positions

Career Services strives to provide information that will connect Colorado State University students to the best possible job opportunities offering training, support, and structure in internships or entry-level positions appropriate to recent graduates and alumni. Ideally, we look for positions that offer work experience related to a student's major or career goals in which they can continue building skills on-the-job. Due to varying employment, business and compensation models used by employers, Career Services will exercise discretion in working with those employers that comply with our established policies and practices including policies with regard to commission positions as applicable. Commission based sales, full-time opportunities and paid summer/internship opportunities must comply with the following criteria:

- Direct Hire (W-2) positions only.
- 1099 positions are eligible for posting on Handshake for experienced graduates (3+ years) and must include the following disclaimer in the posting: "This is a 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the client. For more information please refer to www.irs.gov or talk with a tax professional."
- 1099 independent contractor recruiting is not permitted at Career Fairs nor eligible for On-Campus Interviews or Resume Referral Services.
- Company must provide training and ongoing mentoring.
- Company must provide marketing and advertising of product.
- With the possible exception of obtaining industry licenses, no up-front investment, out-of-pocket, non-refundable fees, purchase of goods, inventories, sales leads required.
- No part of compensation is dependent on recruiting others.

- No repayment/reimbursement for training costs, draws-on-commission/cash advances on salary should the CSU student or alumni decide to leave the position for any reason.

CSU CAMPUS RECRUITING GUIDELINES

Disclosure of Employer Recruitment Activities & Practices

- We ask that employers/recruiters work with the appropriate career center(s) and/or departments on their recruiting and campus activities to ensure an exceptional CSU experience and to make sure all guidelines are being followed.
- We ask that recruiters be transparent with career services about their recruiting activities and the information provided to students. ‘Bait & Switch’ tactics and embellishing opportunities or compensation, for any reason, is not permitted.
- We ask that employers do NOT drop-in unannounced to classrooms in order to promote their opportunities or pass around sign-up sheets to capture student contact information. Best practice dictates that unless you or your staff have a personal connection to the faculty member, that you don’t cold call/email university staff.

Undue Pressure by Employer

- Recruiting Students – Employers must refrain from putting undue pressure on students to attend recruitment events or to apply for opportunities with the organization. Whereas assertive recruitment is appropriate, aggressive recruitment is not (unsolicited or excessive phone calls, unsolicited emails to students, etc.).
- Pressure To Accept an Offer - Exploding offers (offers that do not afford a candidate the appropriate time to either accept or decline) are unacceptable. For example, an offer with a 48-hour window or less would be an exploding offer. Employers are to refrain from exerting any undue pressure on candidates to accept a job offer.
- Employers should not try to persuade students to renege on employment offers from other companies under any circumstances. This would be in direct breach of the recruiter code of conduct and ethics.

Student Direct Referrals

Career services staff supports and maintains fair and equitable recruiting practices and is therefore precluded from making direct student referrals or recommendations as outlined in [*NACE Principles of Professional Practice*](#).

Financial Investment by Student

Employers are prohibited from charging fees to students during the job search process or during employment. Career services will not post positions where the student is required to purchase or rent any type of sales kit or presentation supplies.

Unapproved Campus Marketing

All forms of marketing on the CSU campus must receive the approval of the appropriate career services office, department and/or the student activities office.

Alcohol Connected to On-campus Recruiting

The serving of alcoholic beverages at or during a recruiting or corporate event is discouraged since students attending may be under 21 years of age. “Serving alcohol should not be a part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc,” as stated in the [*Principles for Professional Practice for Career Services & Employment Professionals*](#) from the National Association of Colleges and Employers (NACE).

OFFER GUIDELINES AND POLICIES

Extending Offers

We ask that employers convey final hiring decisions to candidates within a reasonable time frame and communicate that time frame to candidates during the interview process.

As a general rule, employers should give students a minimum of two weeks from the date the offer is made to make their decision.

We ask that employers making full-time offers to interns at the conclusion of their internship to give students until at least November 15th so that these students are able to participate in on-campus recruiting during the fall semester. This will allow students to make informed career decisions and will support their acceptance of offers and commitment to employers.

Employers should in no way try to persuade students to renege on employment offers from other companies under any circumstances. This practice would be in direct breach of our recruiter code of conduct and ethics and may result in restricting access to our career services and students.

Exploding Offers

Exploding offers (offers that do not afford a candidate the appropriate time to either accept or decline) are unacceptable. For example, an offer with a 48-hour window would be an exploding offer. Employers are to refrain from exerting any undue pressure on candidates to accept a job offer. Applying pressure to a student to accept a job offer at the conclusion of a summer internship prior to commencement of the fall recruiting season would also be considered an example of an exploding offer.

Rescinded Offers

If conditions change and require your company to rescind an offer made to a student, we ask that you call the career services prior to taking any action. If after discussions with the career services the offer is rescinded, we ask that you pursue a course of action for the affected candidate that is fair and equitable potentially including—but not limited to— financial assistance and outplacement services.

Contracts

If your organization has a required contract that must be signed in order to be employed with your organization, the student must be allowed to take the contract with them in order to review and seek any needed counsel or advice before signing. They must also be afforded a reasonable amount of time (general rule is a minimum of two weeks) to consider before making a decision. Career Services also reserves the right to request to review any contracts being used in campus recruiting.

Breaches of Conduct by Employers

Consistent unfair treatment of students has the potential to result in any/all of the following:

- Restricting access to career services and students
- Placing the name of the employer in our internal database to denote unfair practices

Student Reneges

We encourage students to immediately release offers they do not plan to accept. Additionally, any student renegeing on an accepted offer is considered in serious breach of our recruiting policies and a poor reflection on Colorado State University. If this situation occurs, contact career services prior to taking any action. The student will receive immediate attention. Actions that may be taken include revoking the student's access to career services.

Note: Member institutions of CCSA often share information with one another regarding their relationships and experiences with third-party agencies and, at the discretion of individual career offices, other conditions of the agreement may apply.