



## Employer Policies and Guidelines

All employers must be deemed by Oklahoma State University and OSU Career Services to be legitimate organizations with verifiable: business name, physical address, email address, phone number, and the name of a contact who can be reached at the address listed by telephone and email. OSU Career Services reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; failing to comply with established agreements between OSU Career Services and the employer (verbal or written); revoking a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of Oklahoma State University students, alumni, staff or faculty; failure to adhere to OSU Career Services policies and/or any other violation of Oklahoma State University rules and regulations.

Approved employers recruiting at Oklahoma State University must agree to and abide by the following:

- Will comply with the nondiscrimination requirements of Equal Employment Opportunity (EEO), Age Discrimination in Employment Act, Americans with Disabilities Act, and Title VII of the Civil Rights act of 1964.
- Will comply with policies and guidelines of Oklahoma State University and OSU Career Services.
- Will comply with employment guidelines designated by the U.S. Department of Labor as well as local, state, and federal laws, including but not limited to the Fair Labor Standards Act.
- Will follow the [Principles for Ethical Professional Practice](#) as outlined by the National Association of Colleges and Employers (NACE).
- Will cooperate with the University in any inquiry regarding the recruiting process including providing the names of any candidates interviewed and/or hired.
- Will not ask or allow any Oklahoma State University employee to screen applicant materials (resumes/cover letters, transcripts, references, etc) for any purpose, including the giving of university employee's advice to recruiter/company on which applicants should be interviewed, recruited, or hired.
- Will make reasonable accommodations for individuals with disabilities so that they may participate in the recruitment process.
- Will ensure that alcoholic beverages will not be a part of the recruiting process.
- Will clearly identify the name of the employing organization, job title, job description and rate of compensation.
- Will not solicit or sell products/services or offer any financial promotional offerings during the course of the recruiting process.
- Will not use or disclose student information for any reason other than recruiting purposes for the posted position, including selling student information to other entities for a fee or other forms of compensation.

- Will have an employer-employee relationship for the positions they are recruiting. Employers recruiting for independent contractors, 100% commission jobs, and positions which would require filing a 1099 Tax Form are all excluded from utilizing recruitment services provided by OSU Career Services.
- Will not charge any **fees** associated with becoming an employee of the organization, other than professional licensure fees for career employees that may be necessary to be paid by employee.
- Will have contact information viewable to students upon creation of an OSU Hire System Account, unless the employer sends an email to [careers@okstate.edu](mailto:careers@okstate.edu) to make their contact information private.

### **On-Campus Interviews**

All interviews conducted on campus should be scheduled through OSU Career Services; further, employers are highly encouraged to hold all first-round interviews on campus regardless of their organizations' location. On-campus interviews will often bring higher student response rates and a more efficient recruiting process for employers. In order to assist employers through the recruiting process, OSU Career Services offers two types of on-campus interviews – Preselect and Room Only. Career Centers across the nation are experiencing great demand for interviewing space, which presents challenges to accommodate all of the requests during certain times of the year. In order to better assist all employers in an equitable fashion, OSU Career Services offers the following timelines for on-campus interviewing:

#### **Preselect On-Campus Interviews**

- Offered in the fall semester for a seven-week period, beginning the second Monday following Career Fair Week.
- Offered in the spring semester for seven weeks, specific dates to be announced due to variable timeframes.

#### **Room-Only On-Campus Interviews**

- Offered throughout the year, excluding the start of the Fall semester until Fall Career Fair Week.
- Limit of 2 rooms per day during Fall Career Fair Week and the day after all other career fairs (limited to only those employers attending appropriate career fair).

### **Offer Guidelines**

OSU Career Services seeks to create a fair and safe recruiting environment for all OSU students, while maintaining a level playing field for the employers that recruit them. Students should have the ability to explore all of their employment options through the college recruiting process, which may take 2-3 months in some instances. This is a primary distinction between “just-in-time hiring” and “college recruiting.” When all employers follow equitable recruiting timeframes and offer clear, open communication throughout the recruitment process,

instances of student renegees will be minimized, and quality of hiring is maximized. In addition to the NACE advisory opinion on setting reasonable deadlines for job offers, OSU Career Services urges all employers recruiting OSU students on or off campus to honor the following offer guidelines:

- **Refrain from exploding offers and high pressure, short response timelines.**  
These tactics create undue pressure on students, as they are instructed by OSU Career Services to remove themselves from contention for other jobs once they have accepted an offer. When students feel pressed to accept an offer before they are ready or lack all of the information necessary for an educated decision, there is an increased likelihood they will keep searching and may renege on the initial offer.
- **Keep end of summer and fall semester offers for full-time positions and internships open until the last Friday of October.**  
This does not prohibit employers from extending early offers, nor prevent students from accepting at any time should they feel ready to make a decision. We simply ask that employers do not **require** a response to any internship or full-time offer prior to the last Friday of October. Employers unable to provide this time frame should help students understand their extenuating business circumstances.
- **For all other internship and full-time offers to students, allow a minimum of two weeks to respond.**  
Although we advise students to communicate openly with employers when they need an extension to an offer response date, many feel that doing so will jeopardize the current offer. We encourage employers to clearly outline the extent of rigidity of any and all response deadlines during the initial offer. Students are more likely to be transparent about their job search status when they understand the employer's perspectives and challenges.

## **Job Postings**

All job listings are posted at the discretion of OSU Career Services. OSU Career Services abides by the principles set forth by NACE and expects employers who use its services to adhere to EEO guidelines. Job postings appearing to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, gender identity, disability, or gender will not be approved. OSU Career Services also reserves the right to refuse to post jobs that do not support the interests of Oklahoma State University.

The following job types will not be allowed:

- No compromising positions such as adult entertainment, escort services, presentation modeling, or similar activities
- No positions that pay for work in cash
- No jobs/internship that require out of pocket expense from the student (other than transportation)
- No jobs/internships that discriminate against designated groups.

- No positions soliciting the donation of plasma, reproductive gamete, or other organ donation.

## **Internships and Unpaid Internships**

In accordance with NACE and the U.S. Department of Labor, OSU Career Services defines an internship as the following:

*An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.*

As such, all internships posted with OSU Career Services should meet the following criteria:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

It is the responsibility of each employer to determine whether an internship should be paid or unpaid, based on labor laws. Each employer should be familiar with labor laws in order to determine eligibility based on the organization's specific internship opportunity. For more information about unpaid internships and labor law, please refer to the [U.S. Department of Labor Fact Sheet #71](#) which details the seven-factor test for unpaid interns.

## **Work Authorization**

The Immigration and Nationality Act prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. See 8 U.S.C. § 1324b(a)(1)(B).

Employers may not treat individuals differently because they are, or are not, U.S. citizens or work authorized individuals. U.S. citizens, asylees, refugees, recent permanent residents, and temporary residents are protected from citizenship status discrimination. Employers may not reject valid employment eligibility documents or require more or different documents on the basis of a person's national origin or citizenship status.

OSU Career Services prohibits:

- Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.
- Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin.

All employers recruiting at Oklahoma State University will:

- Treat equally U.S. citizens, lawful permanent residents, temporary residents, asylees, and refugees in recruitment or hiring.
- Embrace equal employment practices, including refraining from discriminating on the basis of national origin and/or immigration and citizenship status.
- Avoid making the assumption that only U.S. citizens are authorized to work in the United States.
- Avoid the following language in job postings:
  - "Only U.S. Citizens"
  - "Citizenship requirement"\*
  - "Only U.S. Citizens or Green Card Holders"
  - "H-1Bs Only"
  - "Must have a U.S. Passport."
  - "Must have a green card."

\*UNLESS U.S. citizenship is required by law, regulation, executive order, or government contract.
- Allow all employees (including non-U.S. citizens) to provide any permissible documents to establish their identity or work authorization during the employment verification process.
- Recognize that refugees and those newly granted asylums who have not yet received a Social Security number may not be fully able to complete on-line applications even though they are authorized to work in the U.S. indefinitely and avoid creating unnecessary hurdles for such individuals.

Employers recruiting at Oklahoma State University will have the opportunity to select one of the following options related to identifying jobs posted on the Hire System:

1. Permanent U.S. Work Authorization Required
2. All Work Authorizations Accepted
3. Other Work Authorization Required

In compliance with the provisions of the Immigration Reform and Control Act (IRCA), job postings and interview appointments will be made available to interested students who are authorized to work full-time in the United States regardless of their citizenship status, unless U.S. citizenship is legally required. If citizenship is legally required for your company, please indicate this as such on your job posting.

For further reference, employers may refer to the following:

- Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) <http://www.justice.gov/crt/about/osc>
- Department of Justice Best Practice for Online Job Postings [www.justice.gov/crt/about/osc/htm/best\\_practices.php](http://www.justice.gov/crt/about/osc/htm/best_practices.php)
- US Department of Labor [www.dol.gov](http://www.dol.gov)

### **Third-Party Recruiters**

Oklahoma State University requires all third-party companies to comply with the below stated requirements. **If the agency is unable to comply, Career Services will be unable to provide services to the agency.**

Oklahoma State University (OSU) recognizes a variety of third-party companies exist in today's competitive business world. In an effort to help provide every possible employment opportunity to our registrants, we choose to work with selected third-party employment services that meet university approval. Third-party recruiters are defined according to the National Association of Colleges and Employers (NACE) 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. To safeguard our university, our staff, and our graduates, we carefully examine each agency that approaches us for services and require they agree to the following criteria:

1. No fees are charged or assessed to the candidates with whom this third-party recruiter provides service. If fees are assessed by this agency, then all are to be paid by the employer.
2. The third-party recruiter must actually be representing an organization and recruiting for a legitimate job within that organization. The third-party recruiter understands and expressly agrees that it should provide any candidate materials only to the employer it is currently representing. Should OSU Career Services discover the third-party recruiter re-discloses information to another employer, the university will cease working with the third-party recruiter and require the return of all candidate information previously distributed.
  - a. Any student information disclosed by OSU Career Services is for **a single** use only and not to be retained or re-disclosed for future contracts by the third-party recruiter. The third-party recruiter agrees to ensure that any re-disclosure of student information for

other purposes, including other recruiting contracts, will occur only with the written consent of the student/alumni.

3. The third-party recruiter will disclose the name, address, telephone number, and primary contact person the agency is representing; and gives OSU Career Services permission to contact the employer to verify contract, job or any related information should it be deemed necessary.
4. The third-party recruiter gives their permission to disclose any and all information with prospective candidates who may inquire, if deemed necessary. OSU Career Services will endeavor to guard the identity of confidential clients who have contracted with the third-party recruiter but reserves the right to disclose information to our candidates.
5. The third-party recruiter agrees to comply with the nondiscrimination requirements of Equal Employment Opportunity, Age Discrimination in Employment Act, Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964.
6. Third-party recruiters will abide by OSU Career Services general employer policies in addition to third-party policies.
7. Services available through the Hire System to third-party employers: Job postings and Career Fair registrations only. Job postings are free to third-party companies year-round; Career Fair registrations are subject to terms and fees.
  - a. Job postings must be posted under the third-party employer account and not from the third-party client without prior written approval from the client being serviced.
  - b. OSU Career Services will not post positions from job posting organizations or resume referral services that collect data on job seekers and display job opportunities to which job seekers may apply.