



EMPLOYER GUIDELINES

Your tool to partnering for effective recruitment!

Professional Conduct/EEO

- Organizations are required to conduct themselves in an ethical and professional manner during any Texas Christian University (TCU) recruiting event. University Career Services (UCS) requires organizations to adhere and refer to the National Association of Colleges and Employers (NACE) <http://www.naceweb.org/principles/principi.html>.
- Employers must subscribe to the Equal Employment Opportunity (EEO) recruitment and employment guidelines and laws established by the Federal and Texas governments.
- Non-Discrimination Policy: It is the policy of the TCU UCS office that each person shall be considered solely on the basis of qualifications, without regard to race, color, sex, religion, national origin, age, disabilities, sexual orientation, or veteran status.
 - All recruiters 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, the Equal Employment Opportunity (EEO) standards and state employment laws.
 - All recruiters must comply with The Family Educational Rights and Privacy Act (FERPA) that prohibits those receiving information about a student from disclosing it to anyone not directly involved in the hiring process without the written permission of the student.

Employer Eligibility

Any organization requiring a monetary investment is required to disclose this information to students/alumni prior to participation in recruitment at TCU.

Right to Refuse Service

We reserve the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonest information or absence of information
- Complaints by students (investigated by UCS Staff)
- Harassment of TCU students, alumni, or staff
- Requiring personal information such as bank and social security numbers when not part of the hiring process.
- Positions that do not pertain to college students or alumni
- Failure to adhere to UCS policies and/or any violation of TCU rules and regulations, and local, state, or federal laws.
- Fraud
- Breach of confidentiality

Third Party Policy

In accordance with NACE Principles for Professional Conduct for Career Services & Employment Professionals, Third-Party Recruiters are defined as “agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs.” Such organizations might be termed “headhunters,” “executive search firms” and the like.

In addition to adhering to our General Guidelines (above), TCU has the following requirements:

- Organizations or individuals providing recruiting services for a fee will be required to inform TCU UCS of the specific employer they represent and the specific job(s) for which they are recruiting and will permit verification of the information.
- Third party recruiters that charge fees to students will not have access to UCS services but are welcome to advertise their opportunities with the TCU Skiff (<http://www.tcudailyskiff.com>).
- All positions for job postings and on-campus interviews must be for permanent, experiential, temporary or seasonal employment and must be positions requiring on-going university education or a college degree. Positions descriptions must also include the type of organization (industry type), occupational title and location of the position.
- *Third party recruiters are allowed to interview on campus or participate in career fairs when the above conditions are met.*

Complaint Procedures

- Students have the right to bring complaints about a participating recruiting organization to the attention of the Associate Director for Employer Relations.
- The Associate Director should investigate the complaint, consult with other University officials as necessary, and determine the appropriate course of action. If, based on a complaint, UCS contemplates terminating participation, the organization should be given the opportunity to respond to the complaint.
- The UCS reserves the right to terminate or refuse the participation of any organization in UCS activities.

Alcoholic Beverages

TCU UCS abides by NACE Principals regarding the use of alcohol in recruitment activities. Please view <http://www.hirepurple.tcu.edu/policies.htm> for our alcohol policy.

Dress Code

Recruiters are encouraged to dress appropriately when interviewing on campus. It is preferred that recruiters dress in professional or business casual attire. Office temperatures are not individually controlled and you may wish to bring a sweater or jacket.

CAMPUS RECRUITMENT

University Career Services (UCS) will extend services to organizations that recruit for part-time, internship, Cooperative Education (Co-op) and/or permanent full-time employment of TCU students and alumni. Recruiting activities shall be understood to mean any formal inquiry, request, or visit by an outside agency, business, institution, or organization, the primary purpose of which is to interest students/alumni in employment, independent contracting, service, or educational opportunity with that agency, business, institution, or organization. Recruiting activities include, but are not limited to, on-campus interviews, career fairs, presentations, campus information tables, and opportunities advertised on university bulletin boards or via university online services.

Job Fairs (Career Expo) - Selected employers invited to participate in our job fairs will mirror the educational programs that TCU offers, as well as reflect the employment needs of our students and alumni. Companies offering bona fide full-time, part-time and seasonal job opportunities and internships may register for Career Expo participation. There is a nominal fee for this event.

Referrals – UCS releases student/alumni resumes to employers who complete the Job Posting/Referral Request form, providing a job description including the name of the hiring company. Third Party agencies are required to complete our Third Party Agreement Form. There is no charge for this service.

Job Postings - Large and small businesses, government and non-profit organizations offering full-time, part-time, seasonal jobs, volunteer positions and internships may list employment opportunities (at no cost) with our FrogJobs job posting service. The FrogJobs system will not be used to solicit business of any kind. Job postings must include the following information:

- Employer/Organization Name
- Contact Person's Name and Title
- Position Title
- Job Description
- Contact Information including Address, Phone, Fax, Email, Website
- Majors(s) being Recruited for the Position (if applicable)

Table Reservations - To reserve a table, contact Kimshi Hickman, Associate Director, at University Career Services, 817-257-7860 in the Student Center Annex or k.hickman@tcu.edu. When using a table, employers will need to remain at the table and refrain from solicitation in the Student Center or around TCU campus. Employers must follow TCU's Brown-Lupton Student Center room use policy. Please view our *Employer Sales & Solicitation policy* at <http://www.hirepurple.tcu.edu/policies.htm>.

On-Campus Interviews - Employers are invited to recruit on campus throughout the year, except on holidays and official TCU closings. Arrangements should be made through UCS to schedule on-campus recruitment days.

- **Interview No Show and Late Cancellation**
 - UCS has in place a **very strict** policy in regard to late cancellation of interviews and interview no-shows by students.
 - If a student cancels an interview within 2 business days or fails to show up for a scheduled interview, their use of on-campus interviewing services is blocked for the current semester.
 - In your interview packet, we provide an evaluation form on which to note **Interview No-Shows**.
- **Interview Room Guidelines** - The UCS interview rooms are available for employers to use for on-campus interviewing activities. Contact our Recruiting Coordinator to schedule rooms for interviews.
 - **Interview Room Only:** An employer who contacts students at a career fair, classroom presentation, student group presentation, etc., and has set up interview appointments with students/alumni may utilize our interview rooms. Contact the Recruiting Coordinator in advance to reserve an interview room. You are **requested** to provide UCS an extra copy of the interview schedule on the day of your visit. *NOTE:* All students listed on your room only interview schedule **MUST** be Texas Christian University students/alumni.
- **Pre-selection Screening** - TCU does not screen applicants by major, degree level, work authorization, GPA or graduation dates for on-campus interviewing. However, TCU UCS can include these as preferences for potential candidates to view. *You may request unofficial grade reports or student transcripts from the student to verify academic performance.* Students are instructed to consider any employer preferences before submitting their resume.
 - Employers, therefore, are expected to accurately represent their organizations and position requirements to be posted on FrogJobs. Students are expected to provide accurate and complete information about their educational and employment histories.

Canceling/Rescheduling Interviews

There are times when campus interviews must be cancelled due to unforeseen circumstances. TCU UCS requires a minimum of 48 hours notice of cancellation. If a late cancellation is made, the recruiter will be advised to contact students and apprise them of arrangements made for another interview date/time. The recruiter is also asked to contact UCS and share this information. This also applies to any cancellations made on the day of the interviews.

Lobby Area/Greeters

The lobby/interview waiting area is considered a central area of activity and it not used solely for on-campus interviews. Please remember that it can become congested with interviewees and recruiters. UCS allows organizations to use a "Greeter" the day of interviews. However, please note the following:

- Do not monopolize the waiting area.
- Arrange, in advance, if additional space may be needed.
- Keep the sound to a respectable level.
- Keep greeter activity simple, to the point and professional

Testing

Career Services does allow pre-interview testing as a method of candidate selection for campus interviewing. Employers **must** proctor/monitor any testing conducted in Career Services, within the space and staff parameters arranged in advance with the office.