

### **Employer Recruitment & Sales Solicitation Policy**

To ensure employers abide by TCU policies and for University of Career Services (UCS) to assist employers promoting their position openings, employers are asked to comply with the following policies:

#### **Employers may publicize their job openings by these methods:**

- Advertise through UCS on FrogJobs.Net and/or schedule on-campus interviews through UCS. (See UCS recruitment policies)
- Get approval from UCS prior to posting flyers in the Brown Lupton Student Center. The flyer must have the company name, brief description of the position with a contact name, phone number and/or e-mail. Flyers will be advertised no longer than two weeks after being approved. Each flyer must follow the policy of not advertising tobacco or alcohol. Each flyer must not be larger than 22" X 28" in size. After approval UCS will send employers to the Student Center Information Desk for placement of the flyer. Employers must follow TCU's Brown-Lupton Student Center bulletin board guidelines. Employers are not authorized to post flyers anywhere else on campus.
- To reserve a table, post a job on FrogJobs.Net or sign up for on-campus interviews, contact Kimshi Hickman, Associate Director, at University Career Services, 817-257-7860 in the Student Center Annex or [k.hickman@tcu.edu](mailto: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.
- Employers are prohibited from soliciting in residence halls, classroom, administrative buildings or other campus locations. Door-to-door sales in all University facilities are also prohibited.
- Organizations wishing to contact TCU students must register with UCS. Those organizations wishing to contact students using cold call techniques should only use the TCU campus directory for phone numbers. To solicit unlisted phone numbers of students from other students and university staff/faculty is prohibited. When cold calling students, the employer is expected to cite his/her name, title, organization and reason for the call. Calls must occur between 8am-9pm central time.
- Employers, who wish to market products, participate in the annual Merchant's Fair and/or reserve a table in the Student Center must be approved by the Student Center Director. The fee is \$50.00 per day or 15% of gross sales. For approval, the off-campus company must:
  - ✓ Pay a commission or daily fee to the Student Center.
  - ✓ Provide Student Center Information Desk with a copy of contract or agreement.
  - ✓ Sell items/services that are not in competition with the University Bookstore.
  - ✓ Not mislead university officials in stating table use is for recruitment purposes when the reason is sales in nature.
- Employers are welcome to advertise products and/or recruit through the campus student newspaper, The Daily Skiff at 817-257-7426.

- Employers who violate these policies may be removed from campus immediately and/or banned from campus.

**Any questions regarding the above policies, contact Patricia Bergmaier, Executive Director, 817-257-7860 or [p.bergmaier@tcu.edu](mailto:p.bergmaier@tcu.edu).**

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