

POLICIES AND GUIDELINES

for Recruiting Activities Sponsored by San Francisco State University Career Center

Purpose

To ensure the quality of our services and to limit the risk to San Francisco State University students, alumni and other users of our services, San Francisco State University Career Center establishes these policies and guidelines for all recruiting activities sponsored by the Career Center.

Definitions

Recruiting activities include, but are not limited to: career fairs; on-campus interviews; information sessions; campus tabling; and advertising opportunities on bulletin boards, in job binders, or through our associated on-line services.

A third party agent or recruiter represents a candidate or an employer, and is not the principal employer. This includes, but is not limited to, organizations such as contract recruiters, career development consultants, career marketing firms, and temporary or contract agencies.

Section 1 – Basic Criteria

The Career Center will sponsor recruiting activities for opportunities that meet with the following conditions:

- 1.1 The rate of pay is at least applicable federal, state or local minimum wage (calculated over any time scale, whether hourly, weekly, semi-monthly, monthly, annually or other),
- 1.2 The employer complies with all federal, state and local equal employment opportunity regulations (including ADA), the University's nondiscrimination policy, and
- 1.3 Collegiate experience is either required or preferred.

Section 2 – Excluded Practices

The Career Center will not sponsor recruiting activities for opportunities if:

- 2.1 The opportunity involves on-campus solicitation, posting of materials, or sale of products or services.
- 2.2 Compensation is exclusively commission, or fees/percentage of sales from others under their sponsorship in the organization.
- 2.3 The organization is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses.
- 2.4 The organization requires an initial payment or investment, or account balance or similar, fiscal requirements with the organization itself serving as an umbrella or parent corporation. The initial investment may include, but is not limited to, such things as: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, or presentation supplies.

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- 2.5 The work assignment negatively affects the academic progress of a student, or encourages a student to discontinue their studies.
- 2.6 The employer fails, for any reason, to provide necessary information needed to post a job vacancy (for example: job description, salary information, etc.).
- 2.7 Upon request, the employer is unable or unwilling to provide written documentation of registration with a Better Business Bureau.
- 2.8 The employer fails, for any reason, to provide information (for example: names and rate of pay) on San Francisco State University students, alumni or other users of our services hired through the Career Center.

Section 3 – Third Party Agencies

The Career Center will sponsor third party recruiting activities if the third party agent agrees to:

- 3.1 Reveal the identity of the employer(s) being represented and the nature of the relationship between the agent and the employer(s), and permit career services to verify this information by contacting the client. (In return, the Career Center agrees not to solicit the third party's clients.)
- 3.2 Identify, on all announcements, the name of the employer(s) being represented.
- 3.3 If requested, provide a position description for valid openings.
- 3.4 In accord with FERPA (the Family Educational Rights and Privacy Act), release candidate information only with the written permission of the employment candidate and only to the identified employer. Re-disclosure of candidate information is not permitted.

Section 4 – Grievance Procedures

Career Center staff will investigate all complaints by users of our services about job postings, employers, or work assignments. If the Career Center determines that a complaint is justified, the Career Center may choose not to sponsor recruiting for the employer involved. The Career Center will notify the employer in writing of the decision.

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