

LSU OLINDE CAREER CENTER

Employer Policies and Procedures when Recruiting at LSU

1. PURPOSE

- To ensure centralized recruiting through the LSU Olinde Career Center and protect the interests of LSU students, faculty, staff, and property. In addition to the policies and procedures below, any organization visiting campus must strictly adhere to any and all university policies.

2. SCOPE

- To create consistency for the wide variety of organizations that recruit at LSU, to ensure your support of our academic mission, and to utilize recruiting resources, you must agree to the following policies and communicate them to all of your organization's recruiters. This agreement is critical to fostering a positive relationship between recruiters and the school and we appreciate your support and cooperation.
- Please review this document carefully and abide by the spirit of these policies and guidelines; not every instance is addressed in this document. Prior to finalizing your recruiting plans, please consult with one of the LSU Olinde Career Center team members with any questions in order to uphold these policies.

Organizations that do not adhere to these policies run the risk of being banned from campus.

3. POLICIES

- **Freedom from Undue Pressure**
Employment professionals will refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.
- **Knowledge of Field**
Employment professionals will have knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- **Provide Accurate Information**
Employment professionals will provide accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
- **Play Fair**
Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or the LSU Olinde Career Center in the form of contributed services, gifts or other financial support.

- **Do Not Serve Alcohol**
Serving alcohol should not be part of the recruitment process on or off-campus. This includes receptions, dinners, company tours, etc.
- **Maintain Nondiscrimination Policy**
Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in all recruiting activities.
- **Maintain Confidentiality**
Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
- **Assessment Policy**
Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the LSU Olinde Career Center of any test/assessment conducted on campus and eliminate such a test/assessment if it violates campus policies or fair employment practices. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests/assessments will be reviewed by the employing organization for disparate impact and position-relatedness.
- **Third-Party Recruiting Agency Policy**
When using organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the LSU Olinde Career Center regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction. These principles apply to organizations providing such services.
- **Employment Regulations**
Employment professionals will cooperate with the policies and procedures of the LSU Olinde Career Center, including certification of EEO compliance as well as compliance with all federal and state employment regulations.
- **Honoring Commitments**
Employment professionals will honor scheduling arrangements and recruitment commitments.
- **International Employment**
Employment professionals recruiting for international operations will do so according to EEO and U.S. labor law standards. Employment professionals will advise the LSU Olinde Career Center and students of the realities of working in the foreign country and of any cultural or employment law differences.
- **Follow Career Fair and Event Cancellation and Refund Policy**
Event registration fees are not refundable. The only exception is in the case of a natural disaster (i.e., floods, hurricanes). In that instance, the career event will be rescheduled. Only if you are unable to attend the rescheduled event will your registration fee be refunded in full or applied to the next Career event (will only be carried over to the next scheduled event of that type).
- **Interview Timeframe and Exploding Offers**
Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information. Students given

sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances. Employers should assess their use of offer deadlines to ensure they are not placing undue pressure on a student. Pressure can come not only from the deadline, but also the use of financial incentives (signing bonuses, increased salary, and so forth) to encourage very early acceptance of offers. Today's technology can significantly shorten the time from interview to receipt of complete job offer information. Although both students and employers benefit through this quick communication, it also can shorten the time available for students to make good decisions and increases the sense of urgency.

- **Rescinding/Adjusting Offers**

We strongly discourage any employer from withdrawing offers or substantially altering base compensation for internships, co-ops, or full-time employment. This action could seriously damage a company's reputation and recruiting effectiveness at LSU. If you must rescind an offer, please contact the LSU Olinde Career Center Director or Associate Director-Employment Services prior to that action so we can assist you in this difficult situation. Likewise, if a student accepts a written offer of employment and later rescinds on the acceptance, please immediately notify the LSU Olinde Career Center Director. Our policy on students rescinding offers can be found here: <http://lsu.edu/careercenter>. Please review the On-Campus Interviewing Policy for students so you are aware of the guidelines that students agree to follow when working with our office (**Student Accountability**).

- **Employment Offer Policy**

Your employment offers made as a result of recruiting at LSU (including job postings, career fairs, on-campus interviews, class presentations, table sits, evening presentations, etc) should be reported to the LSU Olinde Career Center by the end of the semester for which you recruited (December 31 and May 31). It is crucial that we receive offer and salary information because the LSU Olinde Career Center is partially funded through a federal grant. To maintain this grant, LSU Olinde Career Center must report job offers and wages for students hired through our office. Additionally, this information is shared with The National Association of Colleges and Employers (NACE), who benchmarks the status of college recruiting.

- **Student Evaluation Policy**

At each of our events, employers are asked to rate the event, our services, and if you are conducting interviews at that event, we ask you to evaluate our students. It is necessary information in order to improve our events and services as well as to coach our students who need additional assistance with interviewing skills, resumes, etc. We ask that you complete each evaluation, in its entirety, for every event that you attend.

- **Use of Career Classroom & Humphrey T. Olinde Executive Conference Room**

Companies are limited to reservation guidelines outlined in Career Classroom & HTO Executive Conference Room Reservation Policy. Any extended reservations beyond the scope of the four hour maximum must be approved by LSU Olinde Career Center director.

- **Solicitation on Campus**

Per University policies, there is to be no recruiting interactions of a soliciting nature which includes utilization of campus space without prior approval. This includes, but is not limited to, flier distribution across campus; repeated calling/emailing of students, faculty, or staff; loitering on campus (including hallways, general gathering areas, classrooms, buildings, courtyards, etc.). Employers may not have student contact on-campus outside of registered and prescheduled recruiting activities through the LSU Olinde Career Center, academic college or student organizations.

Please also reference LSU Policy PS-06 and PS-82, as these policies include recruiters.

4. PROCEDURES

- **Recruiting Appropriate Candidates**
Employment professionals will only post opportunities that require college-educated candidates, in a manner that includes the following: All postings should adhere to EEO compliance standards; Job postings should be suitable and appropriate for candidates from the target institution; Internship postings should meet the NACE definition and criteria for internships.
- **On-campus Interviewing (OCI) Eligibility**
Employers are eligible to participate in the OCI program if they are hiring for job opportunities that are currently available. Employers must have a position open (or projected with certainty to be open) in order to interview. Employers may interview for full-time, degree required positions as well as true internships and co-ops. If your position does not fall within this scope, we encourage you to use our job posting services. The LSU Olinde Career Center is a centralized Career Center. All interviews must be coordinated through our office if held on campus.
- **On-campus Interviewing Deadlines**
LSU's interview scheduling system operates on a four-week cycle. Every employer coming during a particular week has the same set of deadlines. It is crucial that you meet your deadlines if you want the LSU Olinde Career Center to manage your schedule online. If you miss your preselect deadline, you are responsible for setting your own interview schedules with candidates and your interviews will be conducted as "Room Only" interviews. If you would like our assistance with building your schedule, you must have your preselects entered by 3 p.m. on the deadline date.
- **Recruiting Calendar**
The Career Expo marks the beginning of the on-campus recruiting season, and as such, no recruiting on-campus can occur prior to this date. The only exceptions to this policy include companies registered to attend the Career Expo may host information sessions, classroom visits, etc. No interviews should take place prior to the Career Expo.
- **Information Session/Table Sits**
Information sessions and table sits must be registered through the LSU Olinde Career Center if held on campus. Any information sessions or table sits held in academic buildings must be pre-arranged through the LSU Olinde Career Center in coordination with the University Registrar's Office. These sessions are limited based on availability determined by the University Registrar. If a company is recruiting or soliciting students outside of the reserved table space and/or presentation room, they will be asked to leave campus immediately.
- **Academic Classrooms and Student Group Visits**
The academic mission of the University is paramount and should not be disrupted. The LSU Olinde Career Center offers faculty and student group contacts upon request. Utilization of these contacts should strictly be used in a professional manner and for recruitment purposes only. Repeated unwarranted contact or unnecessary solicitation and outreach will not be tolerated.

5. CONSEQUENCES

Violation of any of the above Policies and/or Procedures will result in a meeting with the Director (or his/her designee) to discuss the offense. Any subsequent violations could result in a probationary period for recruiting, determined by the Director and/or removal from campus with inability to recruit in the future. University Policies can be enforced by other units on campus, including the LSU Police Department, Residential Life and Housing, Finance and Administration, and/or other university personnel.

All representatives should be aware of policies. Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

Questions about this policy can be directed to the LSU Olinde Career Center Director, Jesse Downs, jdowns@lsu.edu or 225-578-2162.