RECRUITING POLICY

Policy Statement

Southern Miss Career Services expects all employers to adhere to the guidelines from the National Association of Colleges and Employers.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding recruiting through Career Services.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-cs-004

Definitions

Policy/Procedures

The National Association of Colleges and Employers provides the following guidelines:

EEO COMPLIANCE
Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:

a) Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request;

b) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;

c) Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;

d) Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;

e) Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;

f) Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.

Southern Miss Career Services offers recruiting services to employers who are hiring Southern Miss students and alumni for bona fide* employment opportunities.

Services include part-time, full-time, internship and co-op postings; on-campus interviews and information sessions; information tables; and career and job fairs.

* A bona fide job is defined as a professional position, which is salaried or hourly (not 100% commission) and does not require the candidate to pay a fee for training, equipment, application procedures or other job-related expenses.

POSITION DEFINITIONS

- **Full-time** - Must require at least a 4-year college degree and be a salaried professional career position.

- **Internship** - a paid or non-paid structured work experience, directly related to a student's major, and students do earn academic credit for this experience.

- **Co-op** – a paid structured work experience, directly related to a student's major and students do not earn academic credit for this experience. Please refer to our Employer Co-op Handbook available at https://www.usm.edu/sites/default/files/groups/career-services/pdf/employer_co-op_handbook.pdf for more information.

- **Part-time** – an hourly, salaried position (not commission), located within 60 miles of a Southern Miss campus.

- **Odd job** – short-term jobs, such as moving furniture or yard work
POLICIES OF SOUTHERN MISS CAREER SERVICES

- Acts as a referral service only and is not liable for any problems incurred as a result of such referrals.
- Can verify a student's class schedule or GPA to ensure the student meets requirements as outlined in the job description, but does not perform any pre-employment screening, such as background checks, reference checks, credit checks, typing tests, or drug screens.
- Posts full-time, internship, and co-op jobs for a maximum of 60 days. In addition to the policies listed above, the following policies also apply to part-time positions:
  - Employers are required to disclose the pay rate; this information is required by the federal aid program funding this service. At the employer's request, we will not post pay rates publicly.
  - Employers are required to submit placement data, consisting of the student's name and pay rate, if they hire a Southern Miss student. This information is required by the federal aid program funding this service.
  - When a position is filled, please notify our office as soon as possible. Job openings are checked on a bi-weekly basis and if we are unable to confirm the position status after three attempts, the job will be inactivated.

POSTING JOBS

Southern Miss Career Services maintains a free job posting service on Eagle Employment, our online career center. Eagle Employment also includes a student and alumni resume database, an employer database, on-campus interview schedules and an alumni mentor network. Southern Miss Career Services reserves the right to limit the number of contacts per company and/or restrict access to some sections of Eagle Employment.

See https://www.myinterface.com/usm/employer/

ON-CAMPUS RECRUITING

Request a date for on-campus interviews through Eagle Employment (after you log in, click on “Schedules/Interviews” and “New Schedule Request”) or call our office at 601-266-4153. Employers are strongly encouraged to contact Career Services at least 6 weeks before their campus visit. Changes to an interview schedule, such as the day and/or time of the interviews, must be made by the employer at least 2 weeks prior to the interview date. Changes requested after this date may require the employer to contact all of the candidates on the interview schedule. A pre-select schedule allows employers to collect resumes before their campus visit and from this candidate pool, select people to interview. All candidates must be registered with our office and submit their resumes on Eagle Employment, our online career center. Within 3-business days after the application deadline, the employer must make their decisions through their Eagle Employment account or submit a list of selected candidates to our office. This allows time for our office to coordinate the interview schedule. An open schedule is set up on a first-come, first-served basis. All Southern Miss students and alumni who are registered with our office and meet the criteria specified by the company or organization can sign up for an interview.
WHAT TO EXPECT THE DAY OF THE INTERVIEWS:

- A parking space will be reserved for your company in front of McLemore Hall or Joseph Greene Hall (a.k.a. College of Business), based on the location of your interviews.
- If you have made any changes or additions to your schedule, please provide an updated list of candidates you will interview.
- During the day of your visit, please check your company's file in the library and discard outdated information and add new material if necessary.
- Please complete an evaluation form before you leave and offer suggestions for ways we can help with your recruiting efforts. Use of campus facilities coordinated by Southern Miss Career Services may be used solely for the purpose of speaking with Southern Miss student and alumni about job opportunities.

THIRD PARTY RECRUITERS

Third party recruiters are defined as agencies or organizations who recruit candidates for other organizations. Third Party recruiters will not be granted access to the resume books maintained on Eagle Employment.

These recruiters may post jobs and attend job fairs, provided they:

- Do not charge the candidates any fees, at any time
- Provide a complete position description for valid openings
- Recruit for positions that are not 100% commission
- Comply with all federal and Equal Opportunity laws and University policies on non-discrimination

Review

The Director of Career Services is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

N/A

Appendices

N/A

Related Information

N/A
History

11/01/11: Formatted for Institutional Policies website.
02/21/13: Formatted for template. Minor editing throughout.
Amendments: Month, Day, Year – summary of changes
Authorization

RECRUITING POLICY
STUA-CS-000-004

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

[Signature]
March 9, 2013
Date