

Employer Policies and Procedures

- **Career Services' Ethical Standards:** Our office operates under the *Principles for Professional Conduct*, ethical standards set forth by the National Association for Colleges & Employers (NACE). You will find a complete statement of these standards for employers, students and Career Services Offices at: [NACE Principles for Professional Practice](#).
- **EEO Policy:** Angelo State University and the Career Development Office is committed to a policy of equal employment opportunity and non-discrimination. Employers utilizing our services are expected to adhere to federal and state legislation regulating affirmative action and equal employment practices in the State of Texas. Detailed information about these topics is available from the Texas Workforce Commission web site: <http://www.twc.state.tx.us/customers/jsemp/jsempsub7.html>.
- Detailed information about Pre-Employment Inquiries and Citizenship can be found at http://www.eeoc.gov/laws/practices/inquiries_citizenship.cfm
- **Social Media Policy:** By posting your position on Jobs4Rams you are giving consent for Career Development to promote your position on their social media outlets. If you do not wish for your position to be posted on social media please email Career.Development@angelo.edu.
- **Release of Student Information and FERPA Policies:** Career Development uses an online customized and password-protected job posting database for participating employers, students and alumni. Jobs4Rams also allows employers to search student resume books and request student resume referrals for hiring purposes. The Family Educational Rights & Privacy Act (FERPA) requires that we will obtain consent from students and alumni before releasing their profile and resume information. Employers may use this information only to fill employment vacancies within their own organization. Any information acquired from profiles and/or resumes may not be re-disclosed to any other employer or third party, and may not be disclosed to other individuals within an organization for other than employment purposes. Further detail is available from the U. S. Department of Education Web site: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.
- Angelo State University makes no representation, recommendations, or guarantees regarding any positions posted and is not responsible for safety, wages, working conditions or other aspects of on- or off-campus employment/internships that are posted. We strongly urge students to exercise caution and common sense when applying for any position. It is the responsibility of individuals to research the integrity of the organizations to which they are applying.

Employer account will be approved if:

- Contact name, phone number and email address is provided.
- Legitimacy of the company/organization can be verified through an internet search or correspondence with the individual requesting access to the site.
- Company/organization is not an online resource for the purpose of promoting networking and job opportunities, including career information websites and job seeker resources.
- Contact responds to attempts from Career Development to gather more information about the company/ organization or job posting.

Job and internship postings will receive additional screening and /or will not be approved if:

- Position does not have a complete or clear job description and job title.
- Position requires candidates to recruit other members or sub-distributors to receive payment in multi-level organizations.
- Employer charges administrative fees to candidates to use their services.
- Posting is a training advertisement.
- Company profile or job description is significantly altered after the initial approval for posting.

Commission-Only, Multi-Level (Pyramid) Employers, Upfront Product Purchase Employers & Third-Party Recruiter Policies

Our full range of services is primarily open to employers who recruit candidates for salaried or hourly-compensated positions on their own payrolls. Employers offering commission-only positions must clearly identify this if listing positions with us or before engaging in the recruiting process, including on-campus interviews and job fairs. Third party organizations are permitted to post positions on Jobs4Rams, but they must disclose to the Career Development Office the employer with whom they have contracted and verify that no fees will be charged to applicants. We reserve the right to edit or refuse publication of vacancy descriptions submitted to our office. [NACE definition of Third-Party Recruiters](#)

Internships

- **Paid vs Unpaid:** Organizations are encouraged to review the U.S. Department of Labor and Wage Division Internship Statement prior to posting internships. Position that do not adhere to the standards will not be approved. <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
- **Academic Credit:** The Career Development Office does not approve internship opportunities for academic credit. Approval of academic credit for internships must be coordinated directly with the appropriate academic department(s).