

ARKANSAS TECH UNIVERSITY



Recruitment Policy

Norman Career Services

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Recruiting Policies

Introduction / Expectations

Norman Career Services (NCS) adheres to the **NACE Principles for Professional Practice for Career Services and Employment Professionals** and expects employers to do the same. These principles are available on the National Association of Colleges and Employers website, which can be found [HERE](#).

Employers are requested to maintain a positive, collaborative working relationship with NCS staff. That includes cooperation with NCS policies and procedures, meeting necessary deadlines to ensure smooth operation of on-campus interview visits, providing the job / company information and data requested, providing hire data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA). Employers that violate FERPA regulations will lose access to NCS services for five years, as stated in the regulations.

The NCS team welcomes employer feedback and input on those policies at any time.

Service Guidelines

1. NCS reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice or any NCS policy.
2. NCS works with third parties only under limited circumstances, which are outlined in detail in the NCS Third-Party Policy statement.
3. NCS reserves the right to refuse service to any employer if 1) students may be injured or exposed to unsafe working conditions; 2) unlawful discrimination occurs; 3) or if NCS receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.
4. Employers without an operational website cannot be served until there is a website in operation.
5. NCS will not provide service to any employer requiring upfront payment of any kind or the purchase of products or work equipment/tools.
6. In the event that an Arkansas Tech University Intern experiences any harassment or actual or potential harm at the workplace, the employer's recruiting privileges will be suspended pending a resolution of the situation that is satisfactory to ATU/NCS.
7. NCS does not recommend or select candidates for employers.

8. Your account as an employer provides you a limited, terminable right to access and use the NCS job search site only for your internal business use to seek candidates for employment and scheduling interviews.

Job Postings

- Job postings must be actual, current openings for internships, cooperative education assignments, and/or traditional, W-2 or 1099 full or part-time employees.
- Your job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.
- NCS will review the employer's website and each job description (whether a job listing or for an on-campus interview). Opportunities suitable for other majors will be shared and the employer will be referred to the appropriate contact.
- Co-op and intern employers should clearly specify the nature of any housing or relocation assistance in any interview information, posted job listings, and company profile. It is not appropriate to expect a student to relocate out of state without financial assistance or assistance locating appropriate, safe, affordable housing. NCS and ATU reserve the right to insert alerts in any posted information for those employers that do not provide assistance to ensure that students are able to make informed decisions.
- Your job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, or abusive.
- You may not use your job postings or e-mail to post false, inaccurate, or misleading information.

Resume Access

- NCS will not give account access or forward resumes to home-based businesses.
- NCS will not send resumes to personal e-mail accounts.
- We do not send resumes or give any employer passwords to corporate "student ambassadors" or "student campus recruiters." It is a violation of professional standards to provide a student's resume to a fellow student for review and decision-making.

On-Campus Recruiting / Interview Scheduling

- Cancellations: Employers that cancel interview schedules once the student sign-up window has opened are responsible for contacting students who were invited to interview to inform them of the cancellation.
- Space available: During peak periods, NCS may limit the number of interview rooms available for a given employer. Employers with a history of reserving more schedules than they can fill will be limited to one more room than was filled in the prior year.

- If you will need additional space for tests or administrative purposes, please request an additional interview space, as same-day requests often can't be accommodated.
- Missed deadlines: NCS will make repeated efforts to contact employers who miss on-campus recruiting deadlines. However, should the employer fail to acknowledge reminder calls or e-mails, NCS reserves the right to determine whether to change the schedule from pre-select to qualified open or to cancel the interview schedule.
- Schedule issues: NCS will make every effort to customize interview schedules to accommodate recruiters' needs; similarly, NCS will make every effort to ensure that only students who match the employer's stated qualifications and work authorization are able to interview. Employers who decide to remove individuals from interview schedules are responsible for notifying those candidates and explaining why they were removed, unless permitted by NCS.
- Schedule timing: Employers should consider travel implications before interview schedules are finalized—or at least before student sign-up begins—to minimize conflicts on the interview date. NCS will gladly accommodate employers' schedule preferences when stated in advance. Please note that all interviews (and tests) should be planned to conclude by close of business at 5 p.m.
- Intern housing: Co-op and intern employers should clearly specify the nature of any housing or relocation assistance in their interview information and company profile. NCS and ATU reserve the right to insert alerts in any posted information for those employers who do not provide assistance to ensure that students are able to make informed decisions.

Transcripts /Academic Standing Verification / Work Authorization

- ATU/NCS strongly discourage employers from requesting that students provide official transcripts at the initial interview. Employers that simply want to see courses completed can do so by requesting an "unofficial" transcript, which students can download from their University OneTech account at no charge.

Student Privacy Issues

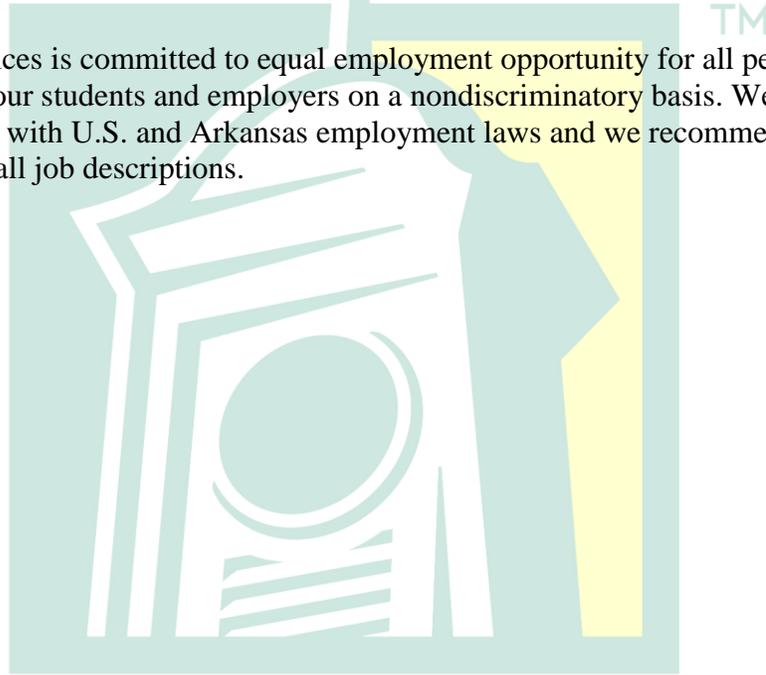
- Photos or videos should not be used as part of the selection process. Exceptions will be made for use of video conference facilities on campus for those employers unable to conduct on-campus interviews.
- Social security numbers should not be used during the hiring process.

Legal Notes for Employers

- The Family Education Rights and Privacy Act (FERPA) require signed written consent from a student prior to the disclosure of personally identifiable information from education records by an educational institution.

- Employers should know that redisclosure of student information is prohibited. In other words, employers who receive students' resumes and educational information may use it only for the original purpose for which disclosure was granted. Thus employers may not transmit (or redisclose) student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly rediscloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.

Norman Career Services is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. We expect all employers to comply with U.S. and Arkansas employment laws and we recommend including an EEO statement with all job descriptions.



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