



EMPLOYERS:

Policies, Procedures, and Obligations when recruiting at LSU

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 Career Services team members with any questions in order to uphold these policies.

Organizations that do not adhere to these policies run the risk of being asked not to recruit at LSU.

1. 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.

2. Provide Accurate Information

Employment professionals will supply accurate information about 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.

3. 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 career services office in the form of contributed services, gifts, or other financial support.

4. 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.](#)

5. Maintain Nondiscrimination Policy

Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in all recruiting activities.

6. 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.

7. Third-Party Recruiting Agency Policy

Third-party recruiters must disclose the client, or clients, they are representing and to whom the students' résumés will be disclosed. Career Services maintains the right to verify this information by contacting the named client or clients. This information will not be advertised in the posting made available to students. **The client information will be kept confidential.** Under no circumstances can student information be disclosed for other than recruiting purposes nor can it be sold or provided to other entities outside of the client, or clients, for whom the résumés are designated. Third party recruiters who directly charge the student(s) being referred for the available job(s) advertised are prohibited from receiving résumés.

8. 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).

9. On-Campus Interviewing Eligibility

Employers are eligible to participate in the on-campus interviewing 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.

10. 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 LSU Career Services 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.

11. Interview Timeframe & 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.

12. 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 Career Services 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 Career Services Director. Our policy on students rescinding offers can be found here: www.lsu.edu/career/oci. 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**).

13. 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 Career Services office 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 Career Services office is partially funded through a federal grant. To maintain this grant, Career Services 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.

14. 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.