



CAREER SERVICES

EAST TENNESSEE STATE UNIVERSITY

East Tennessee State University's Career Services Office is a member of the National Association of Colleges and Employers (NACE) and adheres to guidelines set forth in the NACE Principles for Professional Conduct.

Right to Refuse Service

ETSU is committed to the principles of equal opportunity, respect, ethical, and fair treatment for all. Accordingly, Employers must comply with all federal, Tennessee State and local government Equal Employment Opportunity laws and regulations, along with all ETSU policies and provisions and treat candidates and employees in an ethical and professional manner. University Career Services reserves the right to refuse postings from any prospective employer whose posting, policies or procedures appear to violate the University's commitment to equal opportunity and fair treatment for all, regardless of race, color, sex, age, ethnicity, religion, national origin, sexual orientation, disability, marital status or status as a military veteran.

Additional factors that may lead to exclusion from recruitment activities at ETSU include but are not limited to: fraud, misrepresentation, and breach of confidentiality; complaints by or harassment of ETSU students, alumni, or staff, sexual misconduct; failure to adhere to university policies and/or any violation of federal state and local laws; and requiring personal information (e.g. bank and/or social security numbers) when not part of the hiring process. Federal Law requires the University to investigate and take reasonable action in response to any such complaints. If it is determined that the complaint is justified, we reserve the right to deny requests for future recruitment activity. In such cases, the organization will be given the opportunity to respond to the complaint; final decisions will be communicated in writing. For any of the aforementioned reasons, East Tennessee State University's Career Services Office reserves the right to terminate or refuse the participation of any organization in University Career Services' activities.

Compensation

Employers must provide upfront disclosure about their compensation policies and/or programs. Compensation practices must be applicable with federal labor laws (FLSA).

1. Commission-Only Employment

Employers and individuals offering employment/entrepreneurial opportunities must pay a base salary equal to or greater than the federal minimum wage and comply with federal, state and local regulations.

2. Upfront Product Purchase

Employers and individuals offering employment /entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase products or services upfront are not permitted to recruit on campus or attend career fairs.

3. "Pyramid" or "Multi-Level" Employers

Employers/individuals offering employment /entrepreneurial opportunities based on a "pyramid" or "multi-level" type networking structure requiring or encouraging the recruitment of others who recruit others and so on to sell products and services will not be permitted to recruit on campus or attend Job Fairs.

Private Individuals with Part time opportunities

Positions with a private individual with a part time opportunity (e.g., **babysitting, nanny, caretaker, and tutor**) will not be posted in Handshake. Parties outside of ETSU may contact "The East Tennessean", the university's newspaper, to list your opening(s) in their classified ads section, or in other outside sources, such as sitter network sites, your local paper, etc.

Third Party Policy

ETSU provides campus access to third party agencies through services provided by the University Career Services office. Third party employers are agencies, organization, or individuals recruiting candidates for temporary/part-time, or full-time employment other than for their own needs. Agencies are welcome to attend our Career Events to connect with students, but are not permitted to solicit our employers. Depending on space, the number of third party organizations participating in our events may be limited. For participation in our On-Campus Recruiting Opportunities or online jobs database, the agency must disclose the name of the company for which it is recruiting. Furthermore, the agency must meet the following requirements in order to utilize services from University Career Services:

1. The agency may not charge applicants.
2. The agency must act in accordance with NACE principles for Professional Conduct for Career Services & Employment Professionals (www.naceweb.org/principles).

Job & Internship Postings Policies

University Career Services will only approve Handshake account requests for companies and organizations that provide the following **complete contact information**:

1. First/last name and job title of a contact person
2. Email address from the company's domain and **not a personal email account (Gmail, yahoo, etc.)**
3. Mailing address
4. Telephone and fax numbers
5. Website address (if available)
6. Complete company description (**Note: We will not accept any requests which list the job description in the company description field**)

University Career Services has established the following criteria for each position submitted:

1. Position title
2. Selection(s) from the Job Function field that represent the position's description and responsibilities
3. Clear job description (primary skills, knowledge and responsibilities)
4. Candidate's requirements (level of education, majors, GPA and level of experience)
5. Compensation

Offers/ Acceptance

In order to better meet student and employer needs, we request employers provide students with sufficient time to complete their employment search and make informed decisions.

When an offer is extended, the minimal time in which a student should be expected to accept/decline is 2 weeks from date of the offer to make a decision.

Exploding offers are not tolerated (that is, a student is given a specific amount of time to respond and either a financial incentive is tied to the deadline and/or the offer itself, is off the table by the deadline).

Rescinding or Deferring Employment

We recommend employers that need to rescind or defer employment should review the guidelines and follow the NACE recommendations issued in their Position Statement on Rescinded and Deferred Employment Offers.

The NACE guidelines urge employers to adopt a two-part approach to employment offers under consideration for revocation. The first emphasizes the need for a commitment to high standards in recruiting. The second offers a reasoned approach to dealing with rescinded and deferred offers.

NACE recommends that employers do everything possible to avoid rescinding offers and to consider alternatives that do not require rescinding employment offers. These may include changes in job responsibilities, salary reduction and/or reduced workweeks, changes in job locale, delayed starting dates, and other reasonable options.

On-Campus Interviewing and Information Session Cancellation Policy

Employers who scheduled On-Campus Interviews, Information Session, Lunch & Learn, or any on-campus recruitment activity are requested to give sufficient notice to the University Career Services office (minimum of 2 business days) in the event of a cancellation.

When interviews must be canceled due to unforeseen circumstances, the recruiter will be expected to notify University Career Services immediately by calling **423.439.4450** or send an email to **careers@etsu.edu** and contact all the students directly to make arrangements for an alternate interview date/time. The recruiter is also asked to provide follow-up information with University Career Services' staff.