

SDSU Career Services Recruitment Guidelines: Third Party and New Businesses

SDSU Career Services is committed to providing students with information related to a variety of job search options. In the interest of making as many quality opportunities as possible available to students (and alumni), Career Services has developed the following stipulations for working with Third-Party recruiters and New Businesses. These guidelines were developed in accordance with the National Association of Colleges and Employers (NACE) Principles for Third-Party Recruiters (<http://www.naceweb.org/principles/#thirdparty>), and standards used by other career centers nationwide.

Employers (including, but not limited to, Third Party Recruiters and New Businesses) who partner with SDSU's Career Center must:

- Register in Aztec Career Connection with a company-generated email address rather than a public provider email address.
- Abide by our Equal Employment Opportunity statement¹ and additional guidelines that protect the rights and privacy of students.

Definition

According to the National Association of Colleges and Employers (NACE), third-party recruiters are “agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.”

Third-Party Recruiters

Third-party recruiters may take advantage of all employer services and other events sponsored by Career Services (with the exception of Resume Books) provided they:

1. Identify themselves as a third-party recruiter on their employer profile and all job announcements.
2. Charge no fees to the candidate.
3. Upon request, identify the name of the actual employer they represent and permit verification of this information.
4. Provide a detailed position description for valid openings.

¹ San Diego State University Career Services maintains and promotes a policy of nondiscrimination and non-harassment on the basis of race, religion, color, gender, age, disability, marital status, sexual orientation, national origin and citizenship. Career Services provides services only for employers whose hiring practices are non-discriminatory according to law. We expect that by partnering with our office, you are aware and adhere to the non-discriminatory hiring policies.

New Businesses

SDSU Career Services requires that new businesses are licensed, legally incorporated and have the ability to offer paid career-related positions. Our office reviews each employer registration request and each individual job listing/posting based on our current employer review process and on a case by case basis. Should clarification or additional information be needed, the new business owner will be contacted.

Compensation and Fees

- Employers offering paid positions must pay at least the California State minimum wage, http://www.dir.ca.gov/dlse/faq_minimumwage.htm, calculated over any time scale such as hourly, weekly, semi-monthly, monthly or annually.
- Organizations offering stipends, unpaid, or volunteer positions are encouraged to follow the guidelines, <http://www.dol.gov/elaws/esa/flsa/docs/volunteers.asp>, set forth by the U.S. Department of Labor.
- Commission-based compensation: If no initial base salary is provided, the form of compensation should be clearly stated in the employer's job descriptions and at the time of initial interviews.
- Recruitment for positions requiring monetary commitments is strongly discouraged. Students and recent graduates may be reluctant to apply for such positions. This includes fees for certain federal and state licensing requirements, e.g., real estate, securities, etc.