

SDSU Career Services

Employer Recruiting Guidelines for Aztec Career Connection

SDSU Career Services provides Aztec Career Connection as an online system for employers to post employment opportunities to recruit current students and alumni. In reviewing employer accounts and employment opportunities, our center assesses factors such as risk, access and compliance with university policies and practices. As part of this process, our center may contact employers about items where we need additional information to assess the quality of an employer and / or employment opportunity.

The following topics serve as guidelines for employers who intend to register or post employment opportunities via Aztec Career Connection. In general we draw from and align with the following resources: the [Federal Equal Employment Opportunity \(EEO\) Guidelines](#), and the [National Association of Colleges and Employers \(NACE\) Principles for Ethical Professional Practice](#). SDSU Career Services reserves the right to decline any employer or job postings. Questions regarding our policies and guidelines can be directed to careerservices@mail.sdsu.edu.

Non-Discrimination Policy

As part of the California State University system, San Diego State University does not discriminate against any person on the basis of race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, marital status, veteran status, genetic information, or any other characteristic which may be specified in such laws and regulations, in admission to, access to, treatment in, or employment in its programs or activities. SDSU Career Services adheres to this policy and will make our facilities available only to recruiting organizations whose practices are consistent with this policy.

Review SDSU's [Equal Opportunity and Non-Discrimination Policy](#) and [Sexual Harassment Policy](#) for more detailed information.

SDSU's Commitment to a Safe, Harassment-Free Environment

SDSU expects all members of the university community – students, faculty, staff, employers, mentors, and visitors – to pursue their work and education in a safe environment, free from harassment based on protected characteristics, sexual misconduct, and interpersonal violence. Thus, it is imperative that all individuals comply with SDSU's expectation that any environment where our students and alumni participate, remain focused on respect and provide a space that is free of discrimination and sexual harassment. If you experience, see, or hear of behavior that violates this expectation, contact Associate Director, Chris Turntine at turntine@sdsu.edu or contact the SDSU Title IX Coordinator at <http://titleix.sdsu.edu> regarding sexual harassment or misconduct.

Confidentiality Policy

All materials received from our students (letters, resumes, transcripts, via email or hard copy), should be shared only with those persons at your organization involved in the hiring process. There will not be disclosure of student information to another organization without prior written consent of the student, unless necessitated by health and/or safety considerations, in accordance with the [Family Educational](#)

[Rights and Privacy Act \(FERPA\)](#). Additionally, do not forward emails from students to others inside or outside your organization. Forwarding these messages potentially embarrasses applicants or compromises their current employment. Finally, the sale of student information (such as resumes, addresses, emails, and other defining information) is prohibited and could result in suspension and / or removal from Aztec Career Connection.

Alcohol and Marijuana Policy

The use of alcohol or marijuana at any point during on- or off-campus recruiting events — including sports events — is prohibited. This includes receptions, dinners, company tours, etc.

Marijuana Industry Recruiting Policy

Despite the changes in state laws, SDSU will adhere to federal law regarding marijuana. No marijuana industry-related employer is permitted to post jobs in Aztec Career Connection, any other SDSU platform, or otherwise recruit on campus.

Job Offer Policies and Guidelines

Organizations are responsible for all representations and offers made to students by their recruiters. When making an employment offer, students should be notified in writing, including salary, location, benefits and starting date.

Students should be given sufficient time to make an informed decision regarding the offers they receive. Listed below are the time frame minimums which SDSU Career Services expects employers to offer students:

Fall - Two weeks from the receipt of the written offer.

Spring - Two weeks from the receipt of the written offer.

Summer - Two weeks from the receipt of the written offer.

When extending an offer at the end of a student's summer program/internship, we recommend that employers give the student until September 1 to accept an offer.

We advise that recruiters neither pressure students to accept offers in less time than indicated above, nor attach bonuses that expire if the offer is not immediately accepted.

Additionally, we discourage recruiters from pursuing students who have already accepted job offers from another organization. We also recommend that employers respect the commitment students have for their academics as well as any previously scheduled interviews with other organizations.

On-Campus Recruitment Requirement

All organizations participating in any on-campus recruiting, including Career Fairs and On-Campus Recruiting Programs, must be actively recruiting for full-time salaried or paid, structured internship opportunities. We expect all organizations to adhere to the [U.S. Department of Labor Fair Labor Standards Act](#) when it comes to wages and compensation. Organizations not adhering to these guidelines will likely be contacted to discuss compensation structures that do not meet the standards stated in this section.

Commission-Based Sales Positions

Employers with commission-based or franchise opportunities may take advantage of all employer services and events provided they:

- Disclose that compensation is based partially or solely on commission.
- Do not require payment of non-refundable fees for training and/or materials.
- Do not require that any part of the compensation be associated with recruiting others.
- Disclose the opportunity is running one's own business through a franchise.
- Do not charge penalties, fees or withhold earnings if the franchisee leaves the program.

Third-Party Recruiters

Third-party recruiters may take advantage of all employer services (except resume books) and other events sponsored by the Career Center provided they:

- Identify themselves as a third-party recruiter on their employer profile and all job announcements.
- Charge no fees to the candidate.
- Identify, upon request, the name of the actual employer they represent and permit verification of this information.
- Provide a position description for valid openings.
- In accordance with the Family Educational Rights and Privacy Act, release candidate information provided by the university exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.

For more information, visit [NACE Principles of Third- Party Recruiters](#). Note that third-party organizations are not permitted to purchase resume books.

Multi-Level or Network Marketing Organizations

Many terms exist to describe the practice of enlisting people in pyramid-like structures with the promise of potential income. Currently, our center does not allow Network Marketing to register in Aztec Career Connection, nor to participate in on-campus interviewing, resume referrals, job listings, employer presentations, and/or sponsorships for on-campus activities.

Career Services considers organizations that engage in the following to be Network Marketing Organizations:

- Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.

-AND-

- Requiring an initial cash, credit card or capital investment, account balance or similar fiscal requirements from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may include but is not limited to such things as direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.

Another characteristic of a Network Marketing Organization may be that compensation is in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Requirements for Employer Accounts and Jobs Posted on Aztec Career Connection

Employer Registration

Employer registration for an account is made available through Aztec Career Connection (ACC). Most accounts are made active within 1 – 2 business days at no cost to employers.

Screening

We assess the following in determining registration:

- Organization name
- Industry
- A satisfactory description of the organization
- A valid website (one that is unique to the organization and not a subdomain of a public provider)
- Complete contact information for a designated primary contact, including the contact's name, title, business email (issued by the organization rather than by a public provider such as Gmail, Yahoo, etc.), phone and physical address. Exceptions apply for start-up businesses.
- SDSU's Equal Employment Opportunity statement¹ and additional guidelines that protect the rights and privacy of students

Job Postings

Employers who have an approved account on ACC may post internships and jobs. Each individual internship and job posting is subject to review and follow-up. Be sure that employment opportunities include the following:

- Provide a detailed position description and pertinent information
- Fully disclose the duties, responsibilities, and expectations
- Avoid charging any fees or monetary investments for employment
- Refrain from requiring students to participate in multi-level marketing or on campus sales and promotions
- Refrain from requiring as part of an initial review credit card information, driver's license, social security, or any outlay of capital via requirements such as cashing checks and making wire transfers of cash (see more about Fraudulent Employers on our home page: career.sdsu.edu)

NACE information regarding relationships between workers and hiring organizations can be found [here](#). SDSU Career Services invites local, regional, and national employers to partner with our office to assist you in meeting your recruitment goals and identifying talented SDSU students and alumni. Please contact us if you have questions regarding recruiting guidelines or best practices for recruiting at SDSU. We invite you to engage with our campus in a multitude of ways supporting the success of career-ready SDSU students and alumni.