

Employer Recruiting Services Policies and Procedures

Career & Professional Development

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www.gonzaga.edu/careers

SECTION 1: GENERAL INFORMATION

Career & Professional Development (CPD) is pleased that you are interested in recruiting and hiring students from Gonzaga University.

- CPD offers several services to help you identify the right candidates for your openings.
- CPD serves both undergraduate and graduate students.
- CPD is located on the first floor Crosby. Separate career services offices are maintained for School of Law students.
- This document summarizes CPD employer recruiting policies and procedures.
- Failure to abide by these guidelines may result in loss of recruiting privileges through CPD at Gonzaga University.
- CPD offers services to employers and individuals in accordance with the [Principles for Ethical Professional Practice](#) outlined by the National Association of Colleges and Employers (NACE).
- Final approval to use CPD facilities and services rests with the Assistant Vice President of CPD and may be revoked if these policies or the NACE Principles are violated.
- Permission to use Gonzaga University facilities does not imply University approval or endorsement of the recruiting organization/individual or its policies, practices, or products/services.

SECTION 2: GENERAL EMPLOYER ELIGIBILITY

In order to maintain eligibility for all CPD programs and services, all employers and their opportunities must adhere to the general policies listed below. In addition, specific services may have additional requirements, which will be provided in the section of this document that outlines that service.

- Employers must abide by:
 - The [Principles for Ethical Professional Practice](#) outlined by the National Association of College and Employers (NACE).
 - The Department of Justice's Immigration and Nationality Act, which prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. 8 U.S.C. § 1324b (a) (1) (B).
 - Both Federal and State of Washington Equal Employment Opportunity (EEO) guidelines.
- Employers must provide:
 - A complete organizational profile in Handshake.
 - Valid contact information including an organizational email account. Employers using personal (**YAHOO, GMAIL, HOTMAIL**, etc.) email accounts will not be authorized to use CPD services.
 - An active website address. If no web address is provided CPD will not approve the account. If you do not have a website, employers must receive permission from the CPD Recruiting and Research Specialist to leave this field blank.
 - A verifiable physical address which is not a personal or family residence.
 - Work environments that do not pose potential risk to the health and safety of students.
- Employers must refrain from:
 - Using alcohol in recruiting activities.
 - Soliciting or selling their products or services during the course of recruiting
 - Administering employment tests on campus that have not been validated by the Equal Employment Opportunity Commission.
- Employment offers must not require additional pre-employment conditions like:
 - Passing an examination at the end of a brief training period.
 - Requiring an initial capital or cash investment, account balance, or similar fiscal requirements from the individual. Examples of an initial investment include but are not limited to the purchase of a starter kit and/or supplies, payment to attend an orientation or training session, and direct payment of a fixed fee.

- Employment offers must:
 - Fully disclose the structure of their compensation packages and business costs incurred through employment.
 - Be made by the employer utilizing the CPD service.
- All job and internship opportunities must:
 - Require a four-year degree or that students are pursuing a four-year degree.
 - Relate to an academic major offered by Gonzaga University.
 - Include appropriate messaging that is consistent with the mission and values of the University.
- All job and internship opportunities must not require students to:
 - Solicit friends, family or other members of the Gonzaga community for any reason (e.g. Campus Brand Ambassadors).
 - Participate in multi-level or pyramid marketing opportunities.
 - Sponsor an individual to establish their own business for the purpose of selling products or services and/or recruiting other individuals to establish their own business.
 - Become independent contractors or to start their own businesses.
 - Work in the cannabis industry.
 - Pay unreasonable fees. This could include but is not limited to teaching abroad or foreign internship opportunities.
 - Apply for positions to replace workers involved in collective bargaining strikes.
- Employers must ensure that all recruiting professionals are trained and understand how to professionally represent their organization.

Please contact the Assistant Vice President of CPD if you have any questions regarding these criteria. Sections 3 through 8 below outline specific CPD employer services, the policies and procedures related to those services and any special requirements or restrictions that may apply.

ADDITIONAL ELIGIBILITY REQUIREMENTS FOR THIRD-PARTY RECRUITERS

Career & Professional Development requires third-party employment services to be fully transparent throughout the entire employment process.

- All postings must identify the employer client by name, and clearly indicate that the candidate will be applying through a third-party agency. If client information is not made public to both CPD and potential student candidates, the position will not be advertised.
- Third-party recruiters have a responsibility to ensure their clients adhere to eligibility requirements listed in Section 2 of this document.
- Student information should be protected. Third-party agencies will not disclose student information to any employer without obtaining consent from the student, nor is it permissible to disclose for reasons other than the original recruiting purposes.
- Third-party recruiters shall not charge fees to candidates at any time during the hiring process.

SECTION 3: ON-CAMPUS RECRUITING (OCR) PROGRAM

ELIGIBILITY

On-Campus Recruiting (OCR) is a time, marketing and staff-intensive service offered by CPD. In order to participate in this program, employers and their related positions must meet the following criteria:

- Employers must adhere to all eligibility requirements listed in Section 2 in this document.
- Employers may only interview Gonzaga University students in CPD facilities.
- Employers using third-party recruiting organizations are allowed to use this service if the third-party recruiter conducts business under the employing organization's name and recruits for only one position.
- Employers recruiting for full-time positions may use OCR if a college degree is a requirement for employment.
- Employers recruiting for commission-only positions are not allowed to participate in OCR.

- Accounting firms recruiting undergraduate and graduate accounting majors must abide by the guidelines developed by the Accounting Department in the School of Business Administration.

PROGRAM OVERVIEW

- OCR allows employers to connect with Gonzaga University students to interview on campus for vacancies within their organizations.
- CPD utilizes Handshake, an online career services management tool, to coordinate all aspects of OCR.
- CPD maintains interview rooms and a waiting area on the first floor of Crosby. One additional, semi-private conference room is also available.
- Interview Suite hours are 8:00 am – 5:00 pm Monday through Friday.
- Many employers schedule far in advance, so we encourage you to reserve recruiting dates as soon as possible so that we may accommodate you on your preferred date.
- Interview space is scheduled on a first-come, first-served basis.
- Most campus interviews are 30 minutes in length, although you may request other lengths of time.
- The typical interview schedule begins at 8:00 a.m., with breaks from 10:00-10:15, 11:45-1:00 and 2:30-2:45 p.m., and concludes at 4:45 p.m., thus allowing you to interview 12 students per schedule.
- Additional breaks and changes to the day may be scheduled at your request.
- We offer you the choice between open or prescreening student sign-up schedules.
 - **Open Sign-Up** means that students who meet your qualifications sign-up on a first-come, first-served basis. We highly recommend that you use prescreening, since it usually generates a greater student response.
 - **Prescreening** allows you to review the resumes of students who have indicated an interest in your positions and total or partial preselection of students in advance of your campus interviews.

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING PRESCREEN CAMPUS INTERVIEWS

- Request your date by contacting the CPD Recruitment Coordinator at 509.313.4333.
- Provide your complete contact information, including company name, contact name, address, phone/fax, email address, website and number of schedules (interview rooms) desired.
- Establish a Handshake account if you do not have one.
- Once approved, log into Handshake
 - Select “Interviews”
 - “Request Interview Schedule”, and complete all tabs.
 - On the “Timeline” tab, select the date of your interviews, then scroll down to select the “Type” (open, preselect, etc.) and your preferred time slot length.
 - Once you review and approve your schedule it is submitted for approval to Career & Professional Development.

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING OPEN CAMPUS INTERVIEWS

- Request your date by contacting the CPD Recruitment Coordinator at 509.313.4333.
- Provide your complete company name, contact information, including contact name, address, phone/fax, email address, website and number of schedules (interview rooms) desired.
- Establish a Handshake account if you do not have one.
- This process is the same as above.

EMPLOYMENT OFFERS/JOB ACCEPTANCE POLICY

The NACE publication on [Reasonable Offer Deadlines Guidelines](#) concludes with this paragraph:

NACE and the Principles Committee do not advocate enforcing a specific time frame, but rather encourage practices reasonable and appropriate for both employers and students. The Principles Committee believes that providing sufficient time for students to evaluate the employment opportunities offered to them allows them to make the wisest decisions for all concerned, creating a positive experience for candidates and employers, and ultimately reducing renege and attrition rates.

As a result, CPD does not enforce a specific time frame for job offers and acceptances. CPD does respectfully request that employers participating in OCR give students at least two weeks to respond to employment offers.

Furthermore, in order to reduce renege and attrition rates, CPD encourages employers to consider these professionally-accepted practices when extending job and internship offers:

- Establish offer deadlines that do not place undue pressure on students.
- Engage in open, honest communication with students about recruiting and hiring timelines that influence offer deadlines.
- Avoid extending exploding job offers (any period of time less than one week).
- Focus on creating a positive experience for students by providing sufficient time to make decisions, which enhances organizational reputation.
- Grant reasonable offer deadline extensions when respectfully requested by students.
- Refer to the NACE [Reasonable Offer Deadlines Guidelines](#) to learn more about this topic.

SECTION 4: JOB & INTERNSHIP POSTINGS

Career & Professional Development offers employers the opportunity to post jobs and internships on the Handshake platform. In order to post a position you must create a Handshake account and be approved as an authorized employer by Gonzaga University's Career & Professional Development. In addition, employers and the opportunities must adhere to all relevant guidelines outlined in Section 2 of this document.

CREATING A HANDSHAKE ACCOUNT (FIRST TIME USERS):

1. Visit gonzaga.joinhandshake.com, click "Sign up for an Account" and select the "Employer" option.
2. Enter all contact information, being sure to use your work email to register. Follow the prompts to select the type of students you wish to recruit, enter your alma mater and agree to the Handshake Employer Guidelines.
3. Check your email for a confirmation link.
4. Upon confirmation, you will need to join or create your company account on Handshake. If your company is already registered on Handshake, you can request to join the account. Otherwise, you will need to create an employer page.
5. Request to connect with Gonzaga University, as well as any additional colleges and universities from which you wish to recruit students.
6. A CPD staff member will review each request for approval. A notification will be sent upon approval.
7. Handshake training webinars can be accessed by visiting teachme.joinhandshake.com/employers.

POSTING A JOB / INTERNSHIP OPPORTUNITY

1. Sign in to your Handshake account at gonzaga.joinhandshake.com.
2. From the left-hand menu, select "Jobs" and then click the button for "Create Job."
3. Enter the details about the job position (including title, job type and employment type) on the "Basics" screen. If students are required to apply for the position through an external website or applicant tracking system, be sure to select that option. Click "Next."
4. Include more details on the next page, including the following required fields: the job description, functions, location and eligibility. Click "Next."
5. The "Preferences" page allows employers to list preferences for applicants, such as graduation date range or school year, minimum GPA or major. Please note that students who do not meet your preferences will still be able to apply, but Handshake will highlight and let you filter students based on those preferences. Be sure to select to whom in your company and how often you wish to receive applicant packages.
6. Finally, choose which school(s) you wish to post your position with, and set the application start and expiration dates.
7. A CPD staff member will review each posting for approval. A notification will be sent once posting is approved.

SECTION 5: CAREER FAIRS

Career & Professional Development either hosts, co-sponsors or promotes the following career fairs throughout the year:

- Accounting Career Fair (sponsored by Beta Alpha Psi)
- Post-Grad Service Fair
- All Majors Career & Internship Fair
- Engineering & Computer Science Career & Internship Fair
- Nursing Career Fair
- Graduate & Professional School Expo
- Portland Trek Career Fair
- Seattle Trek Career Fair
- FUSE Career Fair (co-sponsored with Spokane area colleges and universities)

Eligibility for these fairs may vary but, in general, employers wishing to participate in these fairs must adhere to all relevant guidelines outline in Section 2 of this document.