



SACRAMENTO STATE
Career Center

Employer Handbook

Your College Recruitment Connection

Compiled and written by
Candace McGee

Co-Writers
Beth Merritt Miller, Ph.D.
Eva Gabbe

6000 J Street
Lassen Hall 1013
Sacramento, CA 95819-6064
916.278.6231 main
916.278.6872 fax
www.csus.edu/careercenter
careercenter@csus.edu

The Employer Handbook was created to help you become familiar with the Career Center’s services and processes. It is our hope that you will find this information useful and valuable in support of your recruiting efforts here at Sacramento State.

Career Center Mission

The Career Center provides proactive and comprehensive career services to students through: career development, experiential learning, on-campus recruitment and employer relations. The professional staff creates a supportive and educational environment where students can actively participate in their own career development within the global work world.

The University’s Mission can be found at www.csus.edu/webpages/mission.stm.

Principles of Professional Conduct

The Sacramento State Career Center fully endorses and complies with the Principles of Professional Conduct for Career Services and Recruitment Professionals, published by the National Association of Colleges and Employers. To review these principles, please go to: www.naceweb.org/principles/default.htm

University Profile

The University Profile presents commonly requested university data. To review the most current data go to www.csus.edu/pa/quickfacts/facts.htm.

President		Total Enrollment	28,529
2003-	Alexander Gonzalez		
Past Presidents		Five Most Popular Majors (Undergraduates)	
1984 - 2003	Donald R. Gerth	Business	15%
1983 - 84	Austin J. Gerber	Criminal Justice	7%
1978 - 83	Lloyd Johns	Nursing	6%
1972 - 78	James G. Bond	Psychology	5%
1970 - 72	Bernard L. Hyink	Communication Studies	5%
1969 - 70	Otto Butz		
1966 – 69	Robert Johns	Five Most Popular Majors (Classified Graduates)	
1965 – 66	Stephen L.	Social Work	9%
Walker		Counseling	8%
1965 – 65	F. Blair Mayne	Leadership and Policy	8%
1947 – 65	Guy A. West	Teacher Education	7%
		Special Education	6%
Faculty and Staff		Ethnicity	
Full-time faculty	860	Caucasian	43%
Part-time faculty	730	Asian/Pacific	18%
Staff	1,130	Hispanic	14%
Administrators	140	African American	7%
Students		International	2%
Men	11,619	Native American	1%
Women	16,910	Other	15%
Undergraduate	23,615		
Graduate	4,914		
Freshmen	5,300		
Sophomores	2,460		
Juniors	6,885		
Seniors	8,970		

Career Center Services for Students-A Brief Overview

Self-Exploration

The Career Center provides a friendly, creative environment where students can identify skills, interests, and values either with the assistance of a career specialist or own their own.

Research Academic and Career Options

Students gather information about academic programs and the job market that relate to their specific needs through a variety of campus resources.

Experiential Education

The Career Center helps students achieve their academic and career goals by providing career specialists to assist in a variety of activities and directing students to other campus resources.

Job Search and Graduate and Professional School Preparation

The Career Center helps students to prepare and develop effective strategies for pursuing full-time employment or selecting graduate or professional schools.

Goal Setting and Action Steps

Students can establish goals and develop an action plan to accomplish their education, career, and work goals.

Career Events (each semester)

- Career Fair
- Resume Makeover
- Student Internship Panel
- Speed Interview Day
- Educator EXPO
- Etiquette Dinner
- On-Campus Recruitment
- Company Information Sessions

Career Center Services for Our Employers

On-Campus Recruitment Program (OCR)

The On-campus Recruitment (OCR) team works diligently to maintain the highest level of professionalism to support your recruitment efforts at Sacramento State. Employers who are hiring candidates for bona fide jobs may interview through the On-Campus Recruiting program. A bona fide job requires either a Bachelor's or Master's degree, and does not require the candidate to pay a fee for training, equipment, application procedures or other job-related expenses (this does not apply to federal or state licensing requirements).

Employers may only recruit on-campus for existing job vacancies or those that will exist by the time a candidate is available for employment with your organization. Campus interviews must be directly scheduled and conducted by the organization's employees, rather than by third party representatives. Employers who recruit at Sacramento State must adhere to Equal Employment Opportunity (EEO) guidelines and the National Association of Colleges and Employers (NACE) Principles for Professional Conduct. The NACE guidelines can be found at www.naceweb.org/principles/principi.html. The guidelines apply for full-time, part-time, co-op, and internship opportunities.

Invitation to Recruit at Sacramento State

Contact [Eva Gabbe](#), Manager of the On-Campus Recruitment program at 916-278-7205 to discuss your recruitment needs and to receive the official paperwork. For Internship recruitment contact [Candace McGee](#), Manager of the Internship program at 916-278-7207.

The On-Campus Recruitment team will enter your on-campus recruitment information for you (i.e., job description, dates, requirements, etc.). Be sure to call the On-Campus Recruitment desk at 916-278-5621 for the contract agreement forms to be emailed, mailed or faxed to you. The window for the On-Campus Recruitment program is early October to early December in the fall semester, and early February to early May in the spring semester.

Please feel free to contact the Recruitment Desk with any questions you may have by calling 916-278-5621. For directions to our campus and a campus map please visit <http://www.csus.edu/pa/directions.html>

Career Connection

The Sacramento State Career Center is pleased to offer a free career services management system to our employers. Career Connection is powered by Symplicity and endorsed by the National Association of Colleges and Employers. Career Connection will significantly enhance communication between students, employers, and Career Center staff. To receive important information and updates about this free service, please register immediately so we can keep you informed about all the services available. (Instructions below)

As a registered employer, you will be able to access the following features:

- Post your positions directly online
- View your postings round the clock
- Manage the duration of your postings
- Re-post positions without re-typing
- Receive resume books from qualified students
- Register for and track upcoming career fairs and other events
- Schedule On-Campus Recruitment dates

Registered students will be able to:

- Browse online postings for jobs, internships, co-ops and volunteer positions
- Receive emails describing positions that match their qualifications
- Access the Career Center's calendar of upcoming events
- Sign up for On-Campus Recruitment interviews

For instructions to register on Career Connection go to <http://www.csus.edu/careercenter/>.

Scroll over the link that says "Employers" on the left-hand side and then click on "Career Connection (job postings)". Next, click on "New User Registration". Once you create your profile, you will receive up-to-date information on a regular basis and you can begin posting all the positions you want for free! If you have any questions call 916-278-5621.

The Career Center's Internship Program

How can you meet the needs of your organization, yet prepare a student for the future? One way is to develop a quality internship program. The following information will help you to develop your internship program.

Internships provide students with the opportunity to work in pre-professional positions while still in school. Internships are any type of carefully planned and monitored work experience in which the intern has intentional learning goals. Internships can be a part of the student's educational program or it can be a part of the student's individual learning plan. Internships should promote academic, career and/or personal development.

Internships for Credit

Internships come in many forms, some carry academic credit. If you would like students to receive credit contact the academic internship coordinator. For a list of current academic internship coordinators visit www.csus.edu/careercenter/employers/interndept_coordinator.stm

Paid and Unpaid Internships

Some internship opportunities are paid and some are not. It is up to you to determine if the intern will be paid. Most employers determine pay based on the student's class level and types of responsibilities.

Internship Duration

Internships are generally a one-time experience. Internships can last from one month to one year with the typical internship lasting one semester.

Benefits of Having an Intern

- Interns provide employers with a continual pool of high-achieving students.
- Interns allow flexibility in staffing needs: it frees up higher paid staff to do more advanced or higher priority work.
- Internships offer a cost-effective screening program of recruiting highly qualified students.
- Interns returning to campus are effective public relations ambassadors and contribute positively to a company's recruiting efforts and image.
- Internships serve as a low-cost training and development program.
- Employer/University ties are strengthened and communication is improved.
- Internships tend to increase regular employee motivation and productivity.
- Interns are enthusiastic people who will provide new ideas and new viewpoints.
- Interns that are hired on as a permanent employee after graduation experience greater satisfaction with their jobs than regular hires and therefore help reduce turnover.

Getting Started

First, you will want to develop an internship program that will meet your needs. Make a list of your needs. Are you a small organization looking for help on a special project? Are you a growing organization that needs to find motivated employees? Are you a nonprofit that doesn't have a lot of money, but could provide an excellent experience for a student? Your internship program can be designed to meet your expectations. However, in order for your program to be successful, it will require commitment on your part.

Second, draft an internship description that includes job duties, a list of qualifications that may include a specific major, computer skills, class level, etc. Your listing should also include information regarding citizenship. Will you consider taking on a permanent resident or an international student who has an F-1 Visa, for example? Also, include information on the application procedure. Don't forget to mention whether the internship is paid or non-paid. If it is paid, list the wage or stipend amount. Include the duration of the internship, whether it's 3, 6, or 12 months. Once you have finalized your internship description you can post it on Career Connection.

Third, recruit an intern. How will you find the ideal intern? The Career Center is a great place to start your search. You should begin recruiting the semester before you need an intern. For example, if you need a summer intern, you should begin advertising in the spring semester. This will give you time to write your description, post it, receive resumes/applications, set up interviews, and finally hire your intern. Career Connection is a great resource to help advertise your internship.

Finally, and perhaps most importantly, make sure you are familiar with the legalities of hiring an intern. As with any other employee, interns have rights and are protected under the law. See below for more information or contact your corporate lawyer or your own human resources department.

Legal Concerns

Do interns have to be paid? The US Fair Labor Standards Act (FLSA), which applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least \$500,000.00, severely restricts an employer's ability to hire paid interns.

You don't have to pay interns who qualify as leaders/trainees. The US Department of Labor has outlined six criteria for determining unpaid trainee status:

1. Interns cannot displace regular employees
2. Interns are not guaranteed a job at the end of the internship (though you may decide to hire them at the conclusion of the experience)
3. Interns are not entitled to wages during the internship
4. Interns must receive training from your organization, even if it somewhat impedes the work
5. Interns must get hands-on experience with equipment and processes used in your industry
6. Interns' training must primarily benefit them, not the organization

Be sure to find out about workers and unemployment compensation through your human resources department.

If an intern is harassed at your company and nothing is done, the company is at risk for possible lawsuits. Make sure you advise your intern of appropriate workplace behavior and the company's harassment policy and complaint procedures.

International Students

If you need information about student visas and recruiting international students, contact the Sacramento State University Office of Global Education at 916-278-6686. You can also contact Immigration Support Services, 1300 Bent Creek Blvd., Mechanicsburg, PA 17055, 1800-437-7313 or www.immigrationsupport.com.

Co-op Program

The Cooperative Education Program helps place students in advanced internship positions during which they earn both pay and academic credit. Co-op positions provide students with work experience that is academically related to their area of study, allowing them to apply classroom theory to practical applications in industry. Experience gained in these high-level internships gives students a significant advantage when seeking employment after graduation. Departmental requirements for co-op vary depending on major.

For information about the Career Center Cooperative Education Program, please visit:
http://www.csus.edu/careercenter/employers/coop_education.stm

Evaluation of the Intern

Be sure that you evaluate your intern at least once a month, if not more. Interns need guidance, reassurance, and feedback. As an employer, you will want to know that your intern is meeting your expectations. The evaluation can be formal and in writing or as an informal conversation. The benefit of writing evaluations is that if you want to hire your intern at a later time, you will already have some information about your intern.

You can also have the intern evaluate their experience at the end of their internship. This will help you to determine whether your internship program has been beneficial to the student or if improvements or changes need to be made.

Career and Government Fairs

Students from all academic majors and class levels, alumni, and community members attend the career fairs. This fair is for employers recruiting for full-time, part-time, internship, co-op, or volunteer positions. The focus of the fairs is on graduating seniors seeking full-time professional positions. However, we educate students to begin their research early to prepare for the time they will graduate and begin their job searches. Therefore, you will see employee candidates, as well as those students seeking information about your business and service.

Please note that reservations are limited to employers with a direct employer/employee relationship. This policy excludes third party recruiters, independent contractor positions and testing organizations.

Registration Process

Employers, who wish to attend, please complete the online registration at www.csus.edu/careercenter/employers/events.stm. Please be sure you select the appropriate fair for you.

Space is limited, so we strongly encourage you to complete the registration process as soon as possible. Once your registration has been approved, you will receive an email confirmation notice and an invoice. As the event approaches, all company contacts will receive an email with event details, a schedule for the day and links for parking passes and campus maps, etc.

Registration Fee

Cost of the fair is per day. Prices do not include additional options.*

Corporate	\$525
Government & Education	\$275
Nonprofit	\$100, 501(c)(3) required

*Fees shown are for one table and two representatives. The fee for additional representatives is \$50.00 per person. Fees are subject to change without notice. Your registration fee includes a six-foot or eight-foot table, two chairs, breakfast, and lunch for up to two representatives.

Electricity

Electrical outlets are available, but limited. There is a charge of \$25 for a 110-volt outlet (per day). Please check where indicated on the registration form if you wish to purchase an outlet and remember to bring your own electrical extension cord.

Payment Due

Payment is due one (2) weeks before the date of the event. We accept checks, VISA, and MasterCard. Checks should be made payable to: **Sacramento State Career Center**. The invoice MUST be included with payment. Contact 916-278-4362 to make credit card payments.

Materials

Bring your table covers, display items, give-aways, business cards, company brochures, applications, and handouts. Please do not send materials to the Career Center.

Shipping Process

Displays may be sent to the Sacramento State University Union with scheduled delivery **the day before the fair**. **Any materials and displays sent to the Career Center will be refused at the sender's expense.** Please mail your materials and displays to this address exactly as you see it below:

Sacramento State University Union
Attn: Rebecca Dietzler
(Enter the name of the event you're attending)
6000 J Street
Sacramento, CA 95819-6017

Important - Do NOT send your materials to the Career Center. Unfortunately, we do not have space to store displays or materials in the Career Center. If you are visiting from out of the area, we advise sending materials to your local office or to the address listed above. Sacramento State will make every reasonable effort to ensure the safety of your materials and displays. However, all materials sent are at the sender's risk. The Sacramento State Career Center and University Union accept NO responsibility for lost or stolen materials or displays.

You must make your own arrangements to have your materials shipped after the event. Advise your shipping company that packages will be available after 3:00pm on the day of the event at the Information Desk in the University Union to the same address listed above. All packages must be picked up by 5:00pm the day of the event. The Career Center and the University Union do not supply shipping labels. Please remember to bring your own shipping labels if you need to ship your display materials back.

Large Displays

Please contact the [Career Events Specialist](#) at 916-278-5621 or career.events@csus.edu, if your display is over 5 feet tall or 8 feet wide. We will want to ensure that you will be strategically placed to avoid blocking other recruiters. Thanks for your cooperation!

Parking and Parking Permits

The Career Fairs will be held in the University Union Ballroom. The Union is located at the top center of the Campus Map, just below Lot 4. Please use the maps at the following link:
www.csus.edu/careercenter/employers/maps_direct.stm

A Parking Pass is required and is available online or at the loading dock of the University Union.

Unload and Check-In

If you have materials to unload, please drive directly to the University Union loading/unloading dock area at the back of the building. Follow the "Materials Drop-off" signs from the south entrance to Sacramento State from Highway 50. Staff and student ambassadors will be available to assist you in unloading, directing you to the "Recruiter Check-In" desk, and issue you a parking pass.

Career Fair Day-At-A-Glance

8:00am - 10:00am	Recruiter check-in and setup
8:30am - 9:45am	Breakfast
10:00am - 2:00pm	Fair open
11:45am - 1:30pm	Lunch
2:00pm	Fair closes (representatives may break down displays)

Please do not tear down your display, pack your materials or leave before the close time (2pm). Students expect

to be able to reach you until then. Packing early interrupts the fair atmosphere, as well as discourages students that have classes and cannot attend the fair until the afternoon.

Employer Participants

Our career and internship fairs have proven to be tremendously successful with some of the best local, national, and international employers participating.

Participation is limited to employers with a direct employer/employee relationship. These organizations **may not** participate:

- Organizations hiring anonymously for independent contractor positions
- Organizations that require candidates to pay a fee for training, equipment, application procedures or other job-related expenses or any monetary investment (this does not apply to federal or state licensing requirements)
- Staffing agencies - unless these conditions are met:
 - ✓ The agency provides the Career Center with the job descriptions and company names (company names will remain confidential) within 2 weeks of registration
 - ✓ The jobs require a degree
 - ✓ The agency agrees to recruit **ONLY** for these positions at the fair
 - ✓ No fees or expenses are required from the student (e.g. no purchase of kit or merchandise is required, etc.)
- Call the Events office at 916-278-5621 for Third Party Recruiter pricing
- Please note: career fair registration will be considered as "pending" until the job descriptions and company names are sent to and approved by the Career Center.

Employers who recruit at Sacramento State must adhere to Equal Employment Opportunity (EEO) guidelines and the National Association of Colleges and Employers (NACE) Principles for Professional Conduct, which can be found at www.naceweb.org/principles/principi.html

Cancellation Policy

If, for any reason, you need to cancel your registration, please submit a cancellation notice to the Career Center in writing to career.events@csus.edu. No postmarks accepted. Cancellations may be made up to 2 weeks prior to the event. Any cancellations made less than 14 days before the event will not be refunded and will be billed.

For More Information

Contact the Events Specialist

Phone: 916-278-5621

Email: career.events@csus.edu

Fax: 916-278-6872

Get More Exposure On-Campus

Sign up for an advertisement in the State Hornet, our on-campus newspaper. Contact the Hornet office directly at 916-278-5587. You will be billed separately for any advertisements you purchase.

You may also become an official sponsor of the Career Center. Contact Beth Merritt Miller at 916-278-6231 for more information on the benefits of sponsorship.