Employer Handbook
Your College Recruitment Connection

Compiled and written by
Candace McGee, M.A.

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 Sacramento State 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 Sacramento State 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 Career Center functions in support of the University’s Mission, which can be found at [www.csus.edu/webpages/mission.stm](http://www.csus.edu/webpages/mission.stm).

**Principles of Professional Practice**
All employers who conduct recruiting activities utilizing any Career Center resources are required to comply with all Federal Equal Employment Opportunity (EEO) Laws, California State Labor Standards Enforcement (DLSE) Law, and the National Association of Colleges and Employers (NACE) Principles for Professional Practice.

Career Center staff reserve the right to exercise broad discretion and refuse service to anyone. All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to choose to not post a position if it does not appear to support the best interests of students and/or the University.

**University Profile**
The University Profile presents commonly requested university data. To review the most current data go to [www.csus.edu/pa/quickfacts/index.html](http://www.csus.edu/pa/quickfacts/index.html).
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 on their own.

Academic and Career Research
Through a variety of campus resources, students gather information about academic programs and the job market that relates to their specific needs.

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 by 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 educational, career, and work goals.

Career Events (each semester)
- Career Fair
- Resume Makeover
- Diversity Panel
- Speed Interviews
- Educator Expo
- Etiquette Dinner
- On-Campus Recruitment
- Company Information Sessions
Career Center Services for Our Employers

Employer services include, but are not limited to: on-campus recruitment; job, internship, volunteer and co-op online postings; information sessions; tabling; employer panels; Resume Makeover; Speed Interviews; Ed Expo; Etiquette Dinner; and other Career Center-coordinated events.

Employer Services Policies

Be Sure To Read Our Policies

To insure the quality of our services, to acknowledge the mission and values of California State University, Sacramento, to preserve student privacy, and to limit the risk to Sacramento State students, alumni, and other users of our services, the Career Center establishes these policies and guidelines for all employer services provided through our office.

Employer services include, but are not limited to: career fairs; on-campus recruitment; tabling; employer information sessions; career exploration programs; on-campus interviews; Career Center sponsored or scheduled campus facilities, tables, and rooms; online job postings through Career Connection; and resume service.

Career Center will provide services for employers whose employment opportunities meet the following basic criteria:

- **Paid Position** - The rate of pay is at least California State minimum wage (calculated over any time scale such as hourly, weekly, semi-monthly, monthly or annually) and is clearly publicized in the position description.
- **Salary Level** - If the position is salaried, the salary divided by the hours worked must at least equal minimum wage (calculated over any time scale such as hourly, weekly, semi-monthly, monthly, or annually). If no salary level is provided the compensation needs to be clearly stated in the job description.
- **Commission Only** - If compensation for the position will be commission only, this condition must be clearly publicized in the position description. **Or**, if no initial base salary is provided in the job description, the form of remuneration must be clearly stated in the job description and disclosed during initial interviews.
- **Publicity** - The organization accurately describes the responsibilities and requirements of the employment opportunity in all publicity, including publicity for employer information sessions.

All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to choose to not post a position if it does not appear to support the best interests of students and/or the University.

Career Center will **not** provide services, rooms, or sponsorship if:

- The employment opportunity involves on-campus solicitation, posting of materials, or sale of products and services.
- The organization is sponsoring an individual to establish his/her own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses.
- The organization is unable or unwilling to provide contact information in Career Connection (online job listing resource) with contact name, address, phone number, website address, and email address.
- The organization requires an initial payment or investment - with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: requirements to attend unpaid orientation or training sessions; direct payments of a fixed fee; payments
to attend orientation or training sessions; and/or requirements to purchase, rent, or place deposits on starter kits, sales kits, samples, or presentation supplies.

- The organization fails, for any reason, to provide essential information concerning the nature of the position or compensation, including but not limited to: commission only, job responsibilities, salary, and applicant requirements.
- The organization is unable or unwilling to provide written documentation of registration with a Better Business Bureau if so requested.
- The organization breaches the confidentiality of student information without prior written consent of the student.
- The organization or employment opportunity requires, at the time of application, personal information such as bank and social security numbers or photo of the applicants.
- The position is not likely of interest to college students or alumni.
- The organization or employment opportunity requires students to pay personal funding to obtain the position.
- The organization fails to adhere to Career Services’ policies and/or violates any of Sacramento State’s equal opportunity regulations and rules, and local, state, or federal laws.

In addition, companies or organizations that hire independent contractors or do not provide a W-2 may use the following limited services:

- Career/Job fairs as appropriate
- Scheduling a room for a presentation once a semester
- Scheduling an information table once a semester

Requests from organizations that target only specific audiences:

- Career Center serves the entire Sacramento State student population and will not advertise positions or sponsor organizations that restrict consideration to specific populations, i.e. Hispanics, Disabled Students, Japanese citizens, etc.
- Career Center will forward such announcements to appropriate campus organizations such as clubs and campus departments.
- Career Center may advertise opportunities that target specific populations if they also will consider other students or have opportunities open to all interested students.

Alcohol Policy

- In accordance with the guidelines set forth by National Association of Colleges and Employers (NACE), Sacramento State Career Center believes that serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activity must be alcohol free.

Grievances

The Career Center staff will investigate complaints by student users of our services regarding job postings, employers, or work assignments. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the employer involved. The Career Center will notify the employer in writing of the decision.

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 which can be found at [http://www.eeoc.gov/laws/practices/index.cfm](http://www.eeoc.gov/laws/practices/index.cfm), and the National Association of Colleges and Employers (NACE) Principles for Professional Practice. The NACE guidelines can be found at [www.naceweb.org/Legal/Principles/6__Compliance_with_EEO_and_AA_Principles_%28employer%29.aspx](http://www.naceweb.org/Legal/Principles/6__Compliance_with_EEO_and_AA_Principles_%28employer%29.aspx).

The guidelines apply for all full-time, part-time, co-op, and internship opportunities.

**Invitation to Recruit at Sacramento State**

Contact [Eva Gabbe](mailto:Eva.Gabbe@csus.edu), Manager of the On-Campus Recruitment program, at 916-278-7205 to discuss your recruitment needs. For Internship recruitment contact [Candace McGee](mailto:Candace.McGee@csus.edu), Manager of the Internship program at 916-278-7207.

The two windows for the On-Campus Recruitment program are early October to early December during the fall semester, and early March to early May during the spring semester.

Please feel free to contact the Recruitment Desk with any questions at 916-278-5621. For directions to our campus and a campus map please visit [http://www.csus.edu/pa/directions.html](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. Career Connection registration and access instructions can be found at [www.csus.edu/careercenter/employers/index.stm#connect](http://www.csus.edu/careercenter/employers/index.stm#connect).

As a registered employer on Career Connection, you may:

- Post your positions directly online
- View your postings
- Manage the duration of your postings
- Re-post positions without re-entering them
- Receive resume books from qualified students (not available to third party recruiters)
- Register for and track upcoming career fairs and other events
- Schedule on-campus recruitment dates

Registered students may:

- 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

Click on "New User Registration" to 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.

All listings on Career Connection are posted at the broad discretion of Career Center staff, and we reserve the right to choose to not post a position if it does not appear to support the best interests of students and/or the university.
Disclaimer
All employers who conduct recruiting activities utilizing any Career Center resources are required to comply with all Federal Equal Employment Opportunity (EEO) Laws, California State Labor Standards Enforcement (DLSE) Law, and the National Association of Colleges and Employers (NACE) Principles for Professional Practice. The Career Center reserves the right to exercise its broad discretion and refuse service to anyone. All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to choose to not post a position if it does not appear to support the best interests of students and/or the University. If any representative of any organization utilizing Career Center services violates this policy, the Career Center reserves the right to enforce consequences including any of the following: written warning, probation, suspension or expulsion of recruiting privileges at California State University, Sacramento.

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 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 academic credit for participating in your internship, contact individual academic departments for more details.

<table>
<thead>
<tr>
<th>Academic Department</th>
<th>Phone Number</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>916-278-7266</td>
<td>MND 4012</td>
</tr>
<tr>
<td>Art</td>
<td>916-278-6166</td>
<td>KDM 185</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>916-278-6707</td>
<td>SQU 214</td>
</tr>
<tr>
<td>Business</td>
<td>916-278-5875</td>
<td>TAH 2065</td>
</tr>
<tr>
<td>Child Development</td>
<td>916-278-7021</td>
<td>BNC 1032</td>
</tr>
<tr>
<td>Communications</td>
<td>916-278-7895</td>
<td>MND 5027</td>
</tr>
<tr>
<td>Comp &amp; Sci Engineering</td>
<td>916-278-7091</td>
<td>RVR 2008</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>916-278-6437</td>
<td>ALP 110</td>
</tr>
<tr>
<td>Economics</td>
<td>916-278-6975</td>
<td>TAH 3030</td>
</tr>
<tr>
<td>English</td>
<td>916-278-5730</td>
<td>DH 100</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>916-278-6620</td>
<td>AMD 554A</td>
</tr>
<tr>
<td>Ethnic Studies</td>
<td>916-278-5856</td>
<td>AMD 462A</td>
</tr>
<tr>
<td>Family &amp; Consumer Science</td>
<td>916-278-5098</td>
<td>MRP 3025</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>916-278-5558</td>
<td>EUR 318A</td>
</tr>
<tr>
<td>Geography</td>
<td>916-278-6338</td>
<td>AMD 553A</td>
</tr>
<tr>
<td>Gerontology</td>
<td>916-278-7281</td>
<td>EDL 1030</td>
</tr>
<tr>
<td>Government</td>
<td>916-278-4012</td>
<td>TAH 3010</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>916-278-5325</td>
<td>MRP 5011</td>
</tr>
<tr>
<td>History</td>
<td>916-278-6628</td>
<td>TAH 3092</td>
</tr>
<tr>
<td>Insurance</td>
<td>916-278-7386</td>
<td>TAH 2034</td>
</tr>
<tr>
<td>Interior Design</td>
<td>916-278-3962</td>
<td>MRP 5001</td>
</tr>
</tbody>
</table>
Internships

Most internships will meet the needs of your specific skills, classes and work. In order to be successful, however, it will require commitment on your part.

Internship Duration
Internships are generally a one-time experience. Internships can last from one month to one year, and typical internships last 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 generally experience greater satisfaction with their jobs than regular hires, and therefore help reduce turnover.

Getting Started
First, you must develop an internship program that will meet your needs. Make a list of your needs. Answer questions like these: 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? You can specifically design your internship program to meet your expectations. In order or your program to be successful, however, it will require commitment on your part.

Second, draft an internship description that includes job duties and a list of qualifications that may include a specific major, computer skills, class level, etc. Your listing should also include information regarding citizenship. Consider, for example, whether you will open your position to permanent residents only, or open it to international students who have F-1 Visas? Remember to additionally 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 3, 6, or 12 months. Once you have finalized your internship description, you may post it on Career Connection. You should also email your posting to internships@csus.edu so you posting can be sent out through the internship listserv.

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 an effective 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 Regarding Unpaid Internships
Do interns have to be paid? The US Fair Labor Standards Act (FLSA), www.dol.gov/compliance/laws/comp-flsa.htm, 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. However, if you are a for-profit company offering an unpaid internship, the US Department of Labor has outlined six criteria for determining unpaid trainee status, which can be found at www.dol.gov/whd/regs/compliance/whdfs71.pdf. Be sure to find out about workers and unemployment compensation through your human resources department.

If an intern is harassed at your company and no appropriate action is taken, 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, call 1-800-437-7313, or visit 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: www.csus.edu/careercenter/employers/coop.stm.

Intern Evaluation
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 ensure that your intern is meeting your expectations. The evaluation can be formal and in writing or as an informal conversation. The benefit of written evaluations is that if you want to rehire your intern at a later time, you will already have some information about your intern. Additionally, your intern will have a record of your feedback to refer to in his or her future employment and skill development.

You can also have the intern evaluate their experience at the end of their internship by use of a self-reflection or self-evaluation. 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; self-evaluations are also valuable to the intern, who will need to think critically about how the internship affected him or her, and then articulate those ideas in writing.

**Career 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 job and internship opportunities. However, we educate and encourage students to begin their research early to prepare for the time they will graduate and begin their job search. 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, should complete the online registration at [www.csus.edu/careercenter/employers/fairs_events.stm](http://www.csus.edu/careercenter/employers/fairs_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** $475
- **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 the appropriate box 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 two (2) weeks before the date of the event. We accept checks, VISA, and MasterCard. Checks should be made payable to: California State University, Sacramento - 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 916-278-6743
(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 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. Thank you for your cooperation.

Parking
Current parking information will be emailed to you, once you register for the fair. Please be sure to follow parking instructions.

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
7:30am - 9:30am Recruiter check-in and setup
8:00am - 10:00am Breakfast
10:00am - 2:00pm Fair open
11:30am - 1:30pm Lunch (fair remains open)
2:00pm - 3:00pm 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 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. The following types of 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).
• Home-based business/direct sales/franchise or distributorship opportunities
• Sale of merchandise, services or products
• Polling or surveying of students
• Fundraising or petition drives

• 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 kits 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.


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 school newspaper. Contact the State 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.