



## CAREER CENTER EMPLOYER GUIDELINES

It is our goal to provide high quality employer services while preserving privacy and limiting the risk to Sacramento State students, alumni and other users of our services. All employers who conduct recruiting activities utilizing Sacramento State resources are required to comply with federal and state employment laws and adhere to the [Principles of Ethical Professional Practice](https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/) <https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/> as outlined by the [National Association of Colleges and Employers \(NACE\)](https://www.nacweb.org/) <https://www.nacweb.org/>.

The employer must maintain [EEO compliance](https://www.eeoc.gov/) <https://www.eeoc.gov/> and follow affirmative action principles during all recruitment activities. Opportunities that restrict consideration to specific populations will not be allowed unless the employer provides documentation that a bona fide occupational qualification is necessary for the normal operation of the business.

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

- The rate of pay is at least California state minimum wage. If compensation for the position will be commission only, this condition must be clearly stated in the position description.
- The organization accurately represents the responsibilities and requirements of the job opportunity in all publicity, including job announcements and publicity for employer information sessions.
- If the business is located in a personal place of residence or co-working space, all work performed by the student or alumni must be performed remotely. Proof of a valid business license or tax exempt identification number will be required before approval.

### **Career Center does not provide services if:**

- The opportunity involves on-campus solicitation, posting of materials, or sale of products and services.
- The jobs are for personal households (i.e. baby-sitting, tutoring, house sitting, in-home care).
- 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 business.
- The organization is unable or unwilling to provide all requested contact information, and/or documents requested to verify company background.
- The organization requires an initial payment or investment such as: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase, rent, or play deposits on starter kits, sales kits, samples or supplies.
- The position requires personal information at the time of application, such as bank and social security numbers or photos of the applicants.
- The employer or position is related to the cannabis industry. (See page 2 for details).
- The position is an unpaid internship with a for-profit company that does not have an Academic Internship Agreement with the University. (See page 2 for details.)
- Positions for international and self-employed opportunities will be reviewed on a case-by-case basis.

## Unpaid Internships

One of the best ways to build your talent pipeline and better prepare your business for the future is by developing a quality internship program. We encourage all employers to consider hiring an intern. We also believe students should be paid for their work and contributions to organizations. Most of our students must work to pay for college.

In alignment with federal law and in accordance with our core values of inclusivity, integrity and service, the Career Center will not post unpaid internships with for-profit companies that do not have an Academic Internship Agreement with the University. If you are interested in finding out about the process for becoming an approved site for academic internships, please contact us. For more information on internships: [U.S. Department of Labor's Wage & Hour Division's Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](https://www.dol.gov/whd/regs/compliance/whdfs71.htm) <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>. Please review your local, state, and national labor laws to ensure that your internship postings meet these standards.

## Third Party Employers

A Third Party Employer is an agency, organization, or individual that recruits candidates for employment opportunities other than for their own needs. This includes search firms, contract recruiters, online job posting services, resume referral services, or professional associations who recruit for their membership. The following guidelines apply:

- Any third party recruiter/agency must identify itself as a third party when registering and in the posting.
- No charges to the applicants are allowed, including retainer, contingency fees or fee for service.
- Third party recruiters will disclose to students the names(s) of the client(s) that the third party is representing and to whom the student's credentials will be disclosed.
- The third party recruiters/agency may be asked by the Career Center for the name of the client or clients that the agency is representing and to whom the student's credentials will be disclosed. Career Services must respect confidentiality with this information.
- Third party recruiters are also prohibited from requiring students to create an account on a third-party platform unaffiliated with the company of brand providing the employment role (Handshake).
- The third party recruiter/agency must comply with the requirements of the [Family Educational Rights and Privacy Act \(FERPA\)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and only release candidate information with the written permission of the applicant and only for the specific listed position. Under no circumstances can student information be disclosed for other than the original recruiting purposes, nor can it be sold to other entities.
- Third party employers understand all Sacramento State students and alumni are not agents or employees of the university. The third-party employer shall not hold Sacramento State responsible for the actions or inactions of students and alumni.

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 refuse service if a position does not appear to support the best interest of students or the University.