



Career Center

Library Academic Resources Center
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Recruiting Policies

The Colorado State University-Pueblo Career Center encourages employers to interact with our students to inform and interest them in career and internship opportunities. The Career Center offers assistance to employers in accordance with the [Principles of Professional Practice](#) for Career Service Professionals outlined by the [National Association of Colleges and Employers \(NACE\)](#). The Career Center also expects employers to act in accordance with the Principles Employment Professionals. In addition, employers must meet these qualifications to participate:

- Must clearly indicate the employing organization name
- Must not solicit or sell their products or services during the course of recruiting
- Must fully disclose the structure of their compensation packages and business costs incurred through their first year of employment.
- Must not overstate possible compensation.

Final approval to use facilities and services of the Career Center is determined by the Director of the Career Center and may be revoked if these policies or the NACE principles are violated. The permission to use facilities and services does not imply University approval or endorsement of the policies, practices, or products/services of the recruiting employer.

On-Campus Recruiting/Participation Policies

Direct hire organizations who follow the Principles of Professional Practice outlined by NACE may participate in the on-campus recruiting program and career events at CSU-Pueblo.

Only equal employment opportunity employers may use CSU-Pueblo Career Center facilities. All positions listed will be available to all qualified students or alumni, and resume referrals will be made in compliance with federal and state laws and policies governing employment referrals, and in compliance with the Family Educational Rights and Privacy Act (FERPA).

In addition to the NACE Principles, the CSU-Pueblo Career Center has established the following guidelines:

1. Third-party agencies may participate only as outlined under the [Third-Party/Contract Recruiter Policy](#). In order to maintain a balance of representation of career opportunities for our CSU-Pueblo students, the Career Center also reserves the right to limit or deny participation in career events and the on-campus recruiting program.

2. Recruiters representing organizations with a pyramid structure, charge "sign-on" fees, or require the purchase of a "starter kit" are not permitted to participate in the on-campus recruiting program or career events.
3. Straight commission employers will not be permitted to participate in the on-campus recruiting program or career events.
4. The Career Center does not have the facilities to conduct employment testing.
5. Alcohol Connected to On-Campus Recruiting.

The serving of alcoholic beverages at or during a recruiting or corporate event is discouraged since students attending may be under 21 years of age. "Serving alcohol should not be a part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc." as stated in the Principles for Professional Practice for Career Services & Employment Professionals from the National Association of Colleges and Employers (NACE).

However, job opportunities may be posted to the [CareerTwolves](#) job posting system for students to view. Full disclosure of the organization's structure or requirements must be clearly stated in the opportunity's description. All employment opportunities listed are subject to the review and approval of the CSU-Pueblo Career Center.