

Recruiter Code of Conduct

Colorado State University-Pueblo

We ask that all employers abide by the [Principles for Professional Practice for Career Services & Employment Professionals](#) of the National Association of Colleges and Employers (NACE). To protect the best interest of our students, employers conducting recruitment activities through student associations or academic departments will do so in accordance with the policies of NACE and career services.

1. Disclosure of Employer Recruitment Activities & Practices

- a. We ask that employers/recruiters work with the appropriate career center(s) and/or departments on their recruiting and campus activities to ensure an exceptional CSU-Pueblo experience and to make sure all guidelines are being followed.
- b. We ask that recruiters be transparent with career services about their recruiting activities and the information provided to students 'Bait & Switch' tactics and embellishing opportunities or compensation, for any reason, is not permitted.

2. Undue Pressure by Employer

- a. Recruiting Students – Employers must refrain from putting undue pressure on students to attend recruitment events or to apply for opportunities with the organization. Whereas assertive recruitment is appropriate, aggressive recruitment is not (unsolicited or excessive phone calls, unsolicited emails to students, etc.).
- b. Pressure To Accept an Offer - Exploding offers (offers that do not afford a candidate the appropriate time to either accept or decline) are unacceptable. For example, an offer with a 48-hour window or less would be an exploding offer. Employers are to refrain from exerting any undue pressure on candidates to accept a job offer.
- c. Employers should not try to persuade students to renege on employment offers from other companies under any circumstances. This would be in direct breach of the recruiter code of conduct and ethics.

3. Student Direct Referrals

Career services staff supports and maintains fair and equitable recruiting practices and is therefore precluded from making direct student referrals or recommendations as outlined in [NACE Principles of Professional Practice](#).

4. Financial Investment by Student

Employers are prohibited from charging fees to students during the job search process or during employment. Career services will not post positions where the student is required to purchase or rent any type of sales kit or presentation supplies.

5. Unapproved Campus Marketing

All forms of marketing on the CSU-Pueblo campus must receive the approval of the appropriate career services office, department and/or the student activities office.

6. 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)*.

7. Third Party Recruiters

In accordance with the Collegiate Career Services Association of Colorado and Wyoming (CCSA), CSU-Pueblo uses the National Association of Colleges and Employers' definition of third-party recruiters as "...agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment."

6. Third Party Recruiters

We follow general NACE guidelines in working with third-party agencies as published in the Principles for [Professional Conduct for Career Services and Employment Professionals](#) .

Third-party recruiters are welcome to post positions and recruit at CSU when the following criteria are met:

- a. Third party recruiters will be allowed to post positions if they provide a full job/internship description for a valid opening and disclose the nature of the relationship between the agency and the employer to career services staff. Although not required to be included in the posting itself, it is required that the name of the employer for which the third party is providing recruiting services be provided to career services. *CSU will not solicit business away from third-party recruiters by offering to deal directly with the employer.*
- b. In accordance with the Family Educational Rights and Privacy Act (FERPA), any candidate information provided by the college or university will be for the exclusive use of the recruiting agency and the identified employer. Re-disclosure of candidate information is not permitted.
- c. Third party recruiters must comply with all federal and State Equal Employment Opportunity laws (Titles VI and IX, and ADA).
- d. Third party recruiters are prohibited from charging any fees to students in exchange for services.

Note: Member institutions of CCSA often share information with one another regarding their relationships and experiences with third-party agencies and, at the discretion of individual career offices, other conditions of the agreement may apply.