

# Career Development Services

## Recruiting Policies

SOU Career Development Services is a member of the National Association of Colleges and Employers (NACE), and expects all employers recruiting SOU students to abide by [NACE's Principles for Professional Conduct for Career Services & Employment Professionals](#) and adhere to [Equal Opportunity Guidelines](#).

### *Affirmative Action Statement*

SOU Career Development Services welcomes all Equal Opportunity Employers. Southern Oregon University is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities, and employment without discrimination on the basis of age, disability, national origin, race, color, marital status, religion, sex, or sexual orientation. Affirmative Action Officer: 541-552-6114, 1250 Siskiyou Boulevard, Southern Oregon University, Ashland, OR 97520. Campus information: 541-552-7672.

### *Alcohol*

Serving alcohol should not be part of the recruitment process. This includes information sessions, presentations done on or off campus, and all events that are company-sponsored during the recruiting process.

### *Company Literature*

Due to space constraints and increased use of Internet technology, SOU Career Development Services no longer maintains employer literature, either printed or videotapes/DVD's. We encourage students to visit company Web sites and to refer to business directories and current news. Our Web-based system [SOU CareerLink](#), provides the opportunity to include links to your organization's Web site, online listings and application materials in your job listing.

### *Commission Sales Positions*

If no initial base salary is provided, the form of remuneration should be clearly stated in the employer's job descriptions and at the time of the initial interviews.

### *Fees*

Recruitment for positions requiring monetary outlay by candidates for equipment and training is strongly discouraged. If fees are involved, this information must be explicitly included in the position description. This includes fees for certain federal and state licensing requirements, e.g., real estate, securities, etc. SOU Career Development Services reserves the right to remove SOU CareerLink positions which do not conform to these guidelines.

Positions that request donations, application fees, or investments, or are items or services for sale cannot be listed on SOU CareerLink.

### ***Third-party Recruiters***

Generally, career fairs and campus interviews must be directly scheduled and conducted by the organization's employees, rather than by third-party representatives.

Third-party recruiters who charge students for services are not following accepted professional practices and will not be permitted on-campus recruiting privileges.

Third-party recruiters will disclose the following information to students and to SOU Career Development Services:

\*The client, or clients, that the third-party recruiter is representing and to whom the student's credentials will be disclosed. SOU Career Development Services will be permitted to verify this information by contacting the named client or clients.

\*The types of positions for which the third-party recruiter is recruiting.

After such disclosure, it is up to SOU Career Development Services to decide if the third-party recruiter adheres to the policies set forth by NACE and Southern Oregon University. If a third-party recruiter is allowed to participate in the services offered by SOU Career Development Services on behalf of an employer, certain restrictions will apply. The employment professionals (of the hiring organization) will educate and encourage acceptance of these principles throughout their employing institution and by third-parties representing their employing organization on campus, and will respond to reports of noncompliance.

Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for purposes other than recruiting, nor can it be sold or provided to other entities.

Third party recruiters (including those acting as resume referral firms) coming to Southern Oregon University will represent ONLY ONE organization at a booth during a career fair or during an interview schedule. This includes, but is not limited to, wearing the represented organization's apparel and displaying the represented organization's name/logo on interview schedules or booths.

### ***Release Authorization***

By completing the SOU CareerLink registration form and uploading an online resume, students and alumni are providing the SOU Career Development Services authorization to release employment materials to prospective employers. Students and alumni are expected to accurately represent their qualifications and interests in all information provided to the SOU Career Development Services for this purpose (resume, cover letter, and unofficial transcripts).

### ***Complaint Procedures***

Students and alumni who believe an employer has misrepresented him/herself or his/her company or has not conformed with SOU Career Development Services' policies should email the SOU Career Development Services immediately.

Employers who have complaints about a student's behavior or possible misrepresentation of information are encouraged to contact SOU Career Development Services immediately.