

EMPLOYER RECRUITING GUIDE

SIUE CAREER DEVELOPMENT CENTER

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Career
Development
Center

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

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Why Recruit From SIUE?

Southern Illinois University Edwardsville (SIUE) is a major public university offering a broad choice of degrees and programs ranging from career-oriented fields of study to the essential, more traditional, liberal arts.

We offer 174 areas of study, 45 undergraduate programs, 71 graduate and professional programs and 58 undergraduate minors.

Outstanding Students

SIUE currently serves over 14,000 students from 41 states and 45 nations.

New freshmen are typically in the upper third of their high school class, with 19 percent ranked in the upper 10 percent.

Students lead a rich social and extracurricular life belonging to numerous student organizations on campus and attending various campus-sponsored concerts, art exhibits and theatrical productions, guest lectures, sports contests, and other events each year.

Outstanding Faculty

- SIUE has over 619 outstanding faculty members.
- 75 percent are either tenured or eligible for tenure.
- 76 percent of full-time instructional faculty have a doctoral degree.
- Numerous faculty hold various national and international awards.

Student Participation in the Career Development Center Services

Student participation in Career Development Center (CDC) services, including On-Campus Interviews (OCIs), Cooperative Education (Co-op) and Internship programs, resume referrals, viewing of job listings and some events, requires students to be registered with the office on Cougar Jobline.

Student registration on Cougar Jobline includes:

- 1.) Completion of Cougar Jobline profile information
- 2.) Critique and approval of resume by a career advisor and upload of approved resume onto Cougar Jobline account
- 3.) Co-op/Internship Orientation (if required; not needed for students seeking full-time employment upon graduation)

When recruiting students, please inquire whether or not they are registered with the CDC. Encourage any student who is not registered to do, so he/she will be eligible to participate in all recruiting activities scheduled by your company.

Career Fairs

SIUE's CDC hosts career fairs annually to help employers and educational institutions connect with students and alumni for full-time, Co-op and Internship, as well as higher education opportunities.

Career fairs serving the School of Business, School of Engineering and the College of Arts and Sciences are held in the fall (October Career Fair) and spring (Spring Career Fair) respectively. The October and Spring Career Fairs also include graduate schools promoting national higher education opportunities to students and alumni. An Education Fair is held in the spring each year for school districts and agencies seeking teaching candidates from the School of Education. A Health Careers Fair is held annually for employers seeking candidates from the SIUE Schools of Nursing and Pharmacy and other health related majors.

Online registration is available through the "Career Events" section of Cougar Jobline employer accounts. All career fairs are booth style and electric outlets are available on a limited basis. Since space is limited and booths are filled on a first-come, first-served basis, employers, graduate schools and school districts are encouraged to register early. Fees for each fair are standard and no fee reductions or waivers are available. Each fair has a date after which no refunds will be granted for cancellation. Please check registration materials carefully for the published refund date.

Information Sessions and Tables

Information sessions and/or tables are a great way for employers to network with and promote their employment opportunities to SIUE students and alumni.

Information Sessions

Information sessions take different formats depending on the needs and culture of the company. Formats may include: question and answer, company presentations, or "meet and greet" time with recruiters.

Employers have the option to order refreshments and/or AV equipment (*costs will be incurred*). A variety of University locations are available. Information sessions may be scheduled during either the fall or spring recruiting seasons.

Information Tables

Information tables may be scheduled year-round whenever classes are in session in various University classroom buildings and the Morris University Center (*costs may be incurred depending on location*).

Employers may distribute information about employment opportunities or company hiring programs. *Information tables are intended for recruiting purposes only.* No products may be distributed or sold from an information table. Requests must be made two (2) weeks prior to the desired date. If it is necessary to cancel a table, this must be done no later than three (3) days before the scheduled date.

On-Campus Interviews

On-Campus Interviews (OCIs) provide employers an excellent way to connect with students and to conduct multiple interviews in one campus location. OCIs are scheduled in both the fall and spring semesters each year at no charge to employers and can be conducted on one or multiple days. Reservation requests are filled on a first-come, first-served basis.

The CDC posts three types of schedules: Open, Resume Collection, and Pre-Select schedules.

Open Schedules

Each company determines the qualifications, including majors, graduation dates, GPAs, etc. The system allows only those students who meet the specified qualifications to sign up for an interview time slot on the employer's selected interview date. Employers may login to the schedule through their Cougar Jobline account to track sign up progress and to view time slots and student resumes. To be eligible for open schedules, students must be registered with the CDC.

Resume Collection Schedules

Each company determines the qualifications, including majors, graduation dates, GPAs, etc. The system allows only those students who meet the specified qualifications to sign-up on the resume collection list to request an interview. Employers review resumes of qualified students on the list and select which students they would like to interview. *Resume Collections are used for employers that will conducting interviews off-campus. Employers will contact the students they want to interview to setup the interview times.* To be eligible for resume collection schedules, students must be registered with the CDC.

Pre-Select Schedules

Each company determines the qualifications, including majors, graduation dates, GPAs, etc. The system allows only those students who meet the specified qualifications to sign-up on the pre-select list to request an interview. Employers review resumes of qualified students on the pre-select list and select which students they would like to interview. *Pre-select schedules require a minimum of a four (4) week timeframe between the schedule posting date and the interview date.* To be eligible for the pre-select lists and/or schedules, students must be registered with the CDC.

To ensure schedule accuracy, recruiters will be sent a confirmation via e-mail with the details of their schedule. *This confirmation must be signed and returned by fax or e-mail to the CDC before schedules will be made active for online student viewing and sign-up.*

Cougar Jobline

Cougar Jobline is SIUE CDC's online career portal where jobs, career events and interview schedules are posted exclusively for SIUE students and alumni. This service is free to employers and is available 24/7.

Through an employer account on Cougar Jobline, you can:

- Post full-time, Co-op and Internship opportunities
- Search resumes (*employers must be seeking candidates for employment with their own organization*)
- Register for career fairs
- View scheduled CDC events
- Review On-Campus Interview (OCI) schedules and employer information sessions

Posting Jobs with the CDC

The CDC posts full-time, Co-op and Internship opportunities on our Cougar Jobline for current students and alumni. Jobs are posted for 30 days or for the length of time designated by the employer.

Positions may be submitted in several ways:

- Set up an employer account with our Cougar Jobline to post positions.
- E-mail a job description including duties, hours, pay and application instructions plus complete contact information to careerdevelopment@siue.edu.
- Fax a job description including duties, hours, pay, and application instructions plus complete contact information to 618-650-3656.

Resume Referrals

The CDC allows employers seeking candidates for full-time, Co-op and Internship opportunities access to SIUE student and alumni resumes through our Resume Referral Program. *To participate in this program, employers must be seeking candidates for employment with their own organization.*

Resume referrals give employers the ability to target student and alumni candidates and to view the resumes of those meeting specified qualifications. Qualifications may include major, GPA, graduation date and applicant type. Referrals can be self-generated by employers through their Cougar Jobline accounts or, upon request, may be done by a CDC staff member.

Involvement Opportunities with the CDC and Students

Recruiters can become involved with the CDC and SIUE students through numerous events or workshops, such as career fairs, crash courses, mock interview days, mock networking and employer panels.

The CDC keeps a list of employers who are interested in participating in such events and contacts them as opportunities arise. Employers from all fields of interest and industries are encouraged to participate.

Employers wishing to become involved in any of these opportunities should contact the CDC for more details.

Cooperative Education (Co-op) and Internships

Co-ops and Internships offer great opportunities for students wishing to gain experience in their field of study while working toward their degree. They provide a mutually beneficial relationship among an organization, SIUE and a student. In this relationship, students combine academic study with periods of career-related work experience under the supervision of the employer.

Co-op Procedures for Employers

- Develop basic job descriptions, including majors, skills and pay range
- Designate a Co-op contact in your organization
- Keep the CDC informed about new student hires
- Forms required: Training Agreement and Employer Evaluation for each term the student is employed

For enrollment certification purposes, SIUE sponsored Co-op participation is considered equivalent to full time enrollment. Formal enrollment in an approved Co-op course through the CDC is required.

The CDC offers several types of Co-op: Alternating, Parallel and Curricular Practical Training (CPT).

Alternating Co-op

Students may work full-time every other semester (or no more than two (2) semesters back-to-back), alternating between full-time work assignments and full-time enrollment in school.

Parallel Co-op

Students may work part-time year around while attending school full or part-time.

Curricular Practical Training (CPT)

Co-op qualifies for "Curricular Practical Training" for International Students.

Position Criteria for Co-op

- The position(s) must be approved by the CDC.
- Start and end dates for each Co-op term must correspond with the academic calendar of SIUE.
- Positions must be paid and in the student's major field of study or career path.
- Employer must be willing to retain students at least two (2) terms. *International students and students in the School of Engineering may work one (1) term.*

Hiring International Students for Co-op

Co-op qualifies for Curricular Practical Training (CPT) for International students, but these students must be at SIUE nine (9) months before beginning a Co-op assignment.

- **Part-time Co-op:** Employment of 20 hours or less per week
- **Full-time Co-op:** Employment of more than 20 hours per week. If engaged in for one year or more, this time may be deducted from Optional Practical Training (OPT)
- Employment authorization is not needed when offering employment, but it is needed to begin work; however, letters of eligibility can be obtained through the International Student Services or the CDC.

Internship Procedures for Employers

Information below refers only to Business or Pharmacy Internships that are handled by the CDC. This does not include Clinicals, Practicums or Internships handled by academic departments for credit.

- Develop basic job descriptions, including majors, skills and pay range (if applicable)
- Designate an Internship contact in your organization
- Keep the CDC informed about new student hires
- Forms required: Internship Agreement and Employer Evaluation for each term the student is employed (*Note: Pharmacy student forms are completed only once a year rather than each term*)

Position Criteria for Internships

Information below refers only to Business or Pharmacy Internships that are handled by the CDC and does not include Clinicals, Practicums or Internships handled by academic departments for credit.

- The position(s) must be approved by the CDC.
- Start and end dates for each Internship term must correspond with the academic calendar of SIUE.
- Internship positions must be in the student's major field of study or career path.

Professional Development Opportunities and Associations

If you want to learn more about career services at universities nationwide and regionally and want to connect with employers and career services professionals to make your recruiting efforts more successful, then think about joining these professional associations:

American Association for Employment in Education (AAEE)
www.aaee.org

Cooperative Education and Internship Association (CEIA)
www.ceiainc.org

Gateway Career Services Association (GCSA)
www.gcsa.siue.edu

Midwest Association of Colleges and Employers (MwACE)
www.mwace.org

Midwest Cooperative Education and Internship Association (MCEIA)
www.mceia.org

Missouri Career Development Association (MoCDA)
www.mo-cda.org

National Association of Colleges and Employers (NACE)
www.naceweb.org

National Association of Colleges and Employers (NACE) **Principles for Professional Conduct**

1. Employment professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.
2. Employment professionals will have knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
3. Employment professionals will provide accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.

4. Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or career services office in the form of contributed services, gifts, or other financial support.

5. Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.

6. Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:

- a) Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request;
- b) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;
- c) Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;
- d) Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
- e) Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
- f) Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.

7. Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.

8. Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the career services office of any test/assessment conducted on campus and eliminate such a test/assessment if it violates campus policies or fair employment practices. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests/assessments will be reviewed by the employing organization for disparate impact and position-relatedness.

9. When using organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the career services office regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction. These principles apply to organizations providing such services.

10. When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the career services office.

11. Employment professionals will cooperate with the policies and procedures of the career services office, including certification of EEO compliance as well as compliance with all federal and state employment regulations.

12. Employment professionals will only post opportunities that require college-educated candidates, in a manner that includes the following:

- a) All postings should adhere to EEO compliance standards;
- b) Job postings should be suitable and appropriate for candidates from the target institution;
- c) Internship postings should meet the NACE definition and criteria for internships. (See "A Position Statement on U.S. Internships: A Definition and Criteria to Assess Opportunities and Determine the Implications for Compensation.")

13. Employment professionals will honor scheduling arrangements and recruitment commitments.

14. Employment professionals recruiting for international operations will do so according to EEO and U.S. labor law standards. Employment professionals will advise the career services office and students of the realities of working in the foreign country and of any cultural or employment law differences.

15. Employment professionals 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.

Principles for Third-Party Recruiters

Preface: The *NACE Principles* provides definitions and guidelines for third parties and contractual/staffing services. It is our hope that career services will use this information to make appropriate decisions about the use of third-party, contractual, and staffing services in their operations, including career fairs. These standards are also designed to provide guidance to third-party recruiters who recruit college graduates through the college recruitment process. These standards are not to be construed as requiring or encouraging, or prohibiting or discouraging, use of third-party recruiters by college or employer professionals.

1. Definition of third-party recruiter:

a) Third-party recruiters are 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;

b) Third-party recruiting organizations charge for services using one of the following fee structures:

1. Applicant paid fee—The applicant pays the third-party recruiter a flat fee for services rendered or a fee based upon the applicant's starting salary once the applicant is placed with an employer.

2. Employer paid fee—

a) Retainer—The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.

b) Contingency fee—The employer pays to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.

c) Fee for service—The employer pays a fee for specific services, e.g. job postings, access to resumes, booth space at a job fair, etc.

c) The above definition includes, but is not limited to, the following entities regardless of the fee structure used by the entity to charge for services:

1. Employment Agencies—Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.

2. Search Firms—Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.

3. Contract Recruiter—Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.

4. Online Job Posting or Resume Referral Services—For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.

d) Temporary Agencies or Staffing Services—Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional practice principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.

e) Outsourcing Contractors or Leasing Agencies—Outsourcing contractors or leasing agencies are employers, not third-party recruiters, and will be expected to comply with the professional practice principles set forth for employer professionals. These are organizations that contract with client organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises.

f) In most cases temporary agencies, staffing services, outsourcing contractors, or leasing firms will be treated as employers. However, should these firms actually recruit individuals to be employees of another organization, then the third-party professional practice principles shall apply.

2. Third-party recruiters will be versed in the recruitment field and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

3. Third-party recruiters will follow EEO standards in recruiting activities in a manner that includes the following:

a) Referring qualified students to employers without regard to the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;

b) Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;

c) Refusing, in the case of resume referral entities, to permit employers to screen and select resumes based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;

d) Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;

e) Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;

f) Investigating complaints forwarded by the career services office or the employer client regarding EEO noncompliance and seeking resolution of such complaints.

4. Career centers may choose to advise students to approach with caution third-party recruiters who charge a fee. Members are encouraged to make available to students the NACE publication, "A Student's Guide to Interviewing With Third-Party Recruiters."

5. Third-party recruiters will disclose information as follows:

a) Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.

b) When deemed necessary, third-party recruiters will disclose information upon request to career services that would enable career services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career services must respect the confidentiality of this information and may not publish it in any manner.

6. 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 other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

7. Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose to career services the names of the represented employers.

SIUE Degrees and Programs

Please check out our Academic degrees and programs via the link provided below. This website is continuously updated with the latest information.

Academic Degrees and Programs:

<http://www.siu.edu/academics/index.shtml>

SIUE Campus Maps

You can download a campus map via the link provided below.

SIUE Campus Map:

<http://www.siu.edu/maps/downloadmaps.shtml>

SIUE Smoke Free Campus Policy

In efforts to promote better health among our University community and to comply with state law, all Southern Illinois University Edwardsville campuses will be smoke free as of July 1, 2015. Smoking and/or use of tobacco products will be **prohibited in ALL University buildings, structures, grounds, parking areas, sidewalks and walkways on the campuses of Edwardsville, East St. Louis and Alton.** This policy applies to all persons on University property, including students, employees, vendors, contractors and visitors.

SIUE will observe the Senate Bill 2202 directive to comply with Illinois law requiring all state-supported institutions to be free of tobacco smoke and of all tobacco related products. The new law corresponds with SIUE's values of social and civic responsibility, which in part relates to the health and welfare of the University community. This **smoking prohibition includes cigarettes, e-cigarettes, pipes, cigars, hookahs, water pipes, and similar devices.** Persons who violate the Act are subject to prosecution and fines pursuant to State of Illinois law.

Link to new Policy: <http://www.siu.edu/misc/smoke-free.shtml>