

Texas Tech University Career Center Recruiting Guidelines & Policies

The Texas Tech University Career Center is a member of the National Association of Colleges and Employers (NACE), and adheres to the U.S. Department of Labor Wage and Hour Division regarding paid and non-paid internships.

Approval for posting jobs and internships on Hire Red Raiders: Employers who adhere to these guidelines and policies are encouraged to register and post positions, for free, on Hire Red Raiders.

Employer accounts will be approved if:

- Legitimacy of the company/organization can be verified through an internet search or correspondence with the individual requesting access to the site.
- Company/organization is not an online resource for the purpose of promoting networking and job opportunities, including career information websites and job seeker resources.
- Company/organization is not an entrepreneurial start-up wishing to post unpaid internship/job opportunities.
- Contact name, phone number and email address is provided.
- Contact email address is from a company domain.
- Contact responds to attempts from the University Career Center to gather more information about the company or job posting.

Job and internship postings will receive additional screening and / or will not be approved if:

- Email address is from a personal account (Gmail, Yahoo, Hotmail, etc.)
- Company profile or job description is significantly changed after initially being approved for postings.
- Position does not have a complete or clear job description and job title.
- Position requiring funding money for supplies and/or training does not state the financial obligations to candidates.
- Position requires candidates to recruit other members or sub-distributors to receive payment in a multi-level organization.
- Position requires candidates to spend money and then receive reimbursement, such as Mystery Shopper positions.
- Position requires candidate to work at a home residence.
- Employer charges administrative fees to candidates to use their services.
- Employer promotes services duplicating those already offered by Texas Tech departments, including the University Career Center.
- Posting is an employer/organization job fair.
- Posting is a training advertisement.

Internships:

Paid vs. Unpaid: Organizations are encouraged to review the U.S. Department of Labor and Wage Division Internships Statement prior to posting internships. **Positions that do not adhere to the standards will not be approved.** <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Academic Credit: Approval of academic credit for internships must be coordinated directly with the appropriate academic department(s). The University Career Center is not involved in approving internships opportunities for academic credit.

Third-Party Recruiters: Third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment other than for their own staffing needs. Organizations that do not charge a fee may use the Hire Red Raiders job board. Third-party recruiters seeking to post on Hire Red Raiders must disclose to the University Career Center identification of employers for whom the third party is acting. Third-party recruiters are not allowed to search student resumes in the system.

Foreign-Based Firms: Employers that are foreign-based firms are allowed to post on our Hire Red Raiders job board with the following criteria: website, travel / housing fees are listed in posting, and location of the position. Organizations that do not charge a fee may use the Hire Red Raiders job board.

Commission-Only Opportunities: Employers with commission-only opportunities must explicitly state the precise nature of the work and the compensation structure in their job posting, and in all correspondence with the candidate.

Companies or organizations requesting access to candidate information will be reviewed. Any requester that does not meet the guidelines set forth or is in conflict with another TTU organization/department will not be granted access to the candidate resumes.

Non-Discrimination Polices: Employers posting or recruiting on campus will be expected to maintain EEO compliance. Employers should consider all interested candidates for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, disability, or veteran status.

Rights Reserved: The Texas Tech University Career Center reserves the right to investigate complaints by students, staff, or faculty about employers or positions posted in Hire Red Raiders. If it is determined that a complaint is justified, the University Career Center may choose to remove the offending positions, and/or employer from the Hire Red Raiders system. The University Career Center reserves the right to refuse and remove any job posting from the Hire Red Raiders job board, and reserves the right to modify this policy at any given time.



TEXAS TECH UNIVERSITY
University Career Center

HIRE RED RAIDERS

For questions please call us at
(806) 742-2210