College of Engineering Career Services Recruiting Policies & Procedures

The Whitacre College of Engineering has a centralized career service center within the Engineering Opportunities Center. We ask that all recruiting events, information, and job postings go through the Engineering Opportunities Center. This will help ensure that there is equal opportunity for all of our students as well as provide our employers with a larger pool of candidates. We also use detailed recruiting data to submit reports for our ABET certification and to adhere to all privacy laws set forth by the government, such as FERPA.

The Whitacre College of Engineering 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. All approved participating employers are expected to be familiar with and to abide by the NACE Principles for Ethical Professional Practice for Career Services and Employment Professionals.

Job Grid, our careers software and our go-to for all recruiting requests and needs, is the place to start. Instructions on setting up a Job Grid account and more information on the services we provide to employers can be found on our website. Any questions should be directed to coe.careers@ttu.edu.

Preamble

NACE’s Principles for Ethical Professional Practice are designed to provide everyone involved in the career development and employment process with two basic precepts on which to base their efforts: maintain a recruitment process that is fair and equitable; support informed and responsible decision making by candidates.

The environment in which we all work is subject to continuous and rapid change, with advances in technology, increased competition, diversifying constituencies, and differences among generations. Therefore, the Principles are intended to serve as an enduring framework within which those involved in the career development and employment processes operate and as a foundation upon which professionalism and ethical behavior are promoted. NACE members are expected to use the Principles to guide processes, decisions, and outcomes.
PRINCIPLES

1. Practice reasonable, responsible, and transparent behavior …

… that consciously avoids harmful actions by embodying high ethical standards.
… by clearly articulating and widely disseminating your organization’s policies and guidelines.
… that guarantees equitable services for all constituencies.
… that is commensurate with professional association standards and principles.
… when resolving differences and addressing concerns.
… by nurturing sustainable relationships that are respectful and transcend transactions.

2. Act without bias …

… when advising, servicing, interviewing, or making employment decisions.
… when defining what constitutes employment.

3. Ensure equitable access …

… without stipulation or exception relative to contributions of financial support, gifts, affiliation, or in-kind services.
… in the provision of services and opportunities without discriminating on the basis of race, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability, age, or economic status.
… by proactively addressing inclusivity and diversity.

4. Comply with laws …

… associated with local, state, and federal entities, including but not limited to EEO compliance, immigration, and affirmative action.
… in a timely and appropriate way if complaints of non-compliance occur.
… and respond to complaints of non-compliance in a timely and prudent manner.

5. Protect confidentiality of …

… all personal information related to candidates and their interviews, and their engagement with services, programs, and resources.
… student information related to professional plans.

Approved by the NACE Board of Directors. Effective August 1, 2017.