



engineering opportunities center

Whitacre College of Engineering Career Services Recruiting Policies & Procedures

The Whitacre College of Engineering has a centralized career services office within the Engineering Opportunities Center. All recruiting events, information, and job postings should go through the Engineering Opportunities Center to ensure equal opportunity for students and to provide employers with the best pool of candidates.

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.

NACE PRINCIPLES

The Whitacre College of Engineering Career Services team 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 these policies and the [NACE Principles for Ethical Professional Practice for Career Services and Employment Professionals](#).

SPECIFICS REGARDING JOB OFFERS

- Employers making employment offers to Texas Tech University Whitacre College of Engineering students are asked to review the [NACE Advisory Opinion on Setting Reasonable Deadlines for Job Offers](#).
- In accordance with this statement and the NACE Principles for Ethical Professional Practice, we ask that you refrain from any practice that improperly influences and affects job acceptances, including undue time pressure and exploding offers.
- If possible, we ask that you give students a minimum of two weeks to consider full-time, co-op, and internship offers. Further, to minimize reneges after offer acceptance, we encourage you to leave offers open until mid-October in the Fall and mid-March in the Spring if offering more than two weeks prior to that time frame. For extending an offer after a summer internship, we encourage you to give students until mid-October to accept the offer to minimize reneges.
- All offers for full-time, co-op, or internship employment should be made in writing, either electronic or hard copy. The start of the offer timeline should also be defined by the date on the written offer letter.

SPECIFICS REGARDING JOB GRID

Employers who adhere to the above and following guidelines and policies are encouraged to register on Job Grid, Texas Tech's Engineering Career Services site.

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 positions.
- Contact name, phone number and company email address are provided.
- Contact email address is from a company domain.

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

- Job description is not relevant to engineering/computer science students.
- Company profile or job description is significantly changed after initially being approved.
- Position requires funding, money for supplies and/or training to be paid by candidate.
- 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.
- Position does not have a complete or clear job description and job title.
- Posting is a training advertisement or employer/organization job fair.
- Employer charges administrative fees to candidates to use their services.
- Employer promotes services duplicating those already offered by Texas Tech departments, including Engineering Career Services.
- Employer address is on private property.
- Email address is from a personal account (Gmail, Yahoo, Hotmail, AOL, etc.)
- Internship is unpaid or does not meet the U.S. Department of Labor standards.
<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

GENERAL POLICIES

Non-Discrimination Policies: 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: Texas Tech Engineering Career Services reserves the right to investigate complaints by students, staff, or faculty about employers or positions posted on Job Grid. If it is determined that a complaint is justified, Engineering Career Services may choose to remove the offending positions and/or employer from the Job Grid system. Engineering Career Services reserves the right to refuse and remove any job posting from the Job Grid job board and reserves the right to modify this policy at any given time.

THIRD-PARTY RECRUITING POLICY

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.

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.

Third-party recruiters will disclose information as follows:

- a) Third-party recruiters will disclose to candidates the name of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- b) Third-party recruiters must provide the name of the client on their Job Grid posting or via email to Career Services for review. When deemed necessary, third-party recruiters will also disclose contact information for the client upon request to career services that would enable career services to verify that it is recruiting for a bona fide job opportunity. Career Services will respect the confidentiality of this information and will not publish it in any manner.

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.

Engineering Career Services at Texas Tech will not approve postings that require students to pay a fee and will not allow third-party recruiters access to student resume search. In general, third-party recruiters will not be permitted to host a booth at the Texas Tech Whitacre College of Engineering Job Fair. Please direct any questions to coe.careers@ttu.edu.