



JERRY S. RAWLS  
COLLEGE OF  
**BUSINESS**  
TEXAS TECH

*Rawls College of Business*

# RECRUITING POLICIES & GUIDELINES

**Barry Broughton**

*Senior Director*

Career Management Center  
(806) 742-4530  
[barry.broughton@ttu.edu](mailto:barry.broughton@ttu.edu)



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## Texas Tech University Rawls College of Business Recruiting Policies & Guidelines

Recruiting at the Rawls College of Business (RCOBA) gives you access to students who are highly regarded and sought after for their knowledge, skill, and superior work ethic. To make the recruiting process successful for your company and our students, we require everyone who recruits at Rawls to follow our policies and guidelines.

To be eligible to recruit at the Rawls, employers and opportunities offered must align with the following:

### Professional Conduct

Organizations and their representatives are required to conduct themselves in an ethical and professional manner while attending any Rawls College of Business recruiting event, whether on-campus or off-campus, where Texas Tech University students are invited or present. The Rawls College of Business Career Management Center (CMC) requires organizations to adhere and refer to the National Association of Colleges and Employers (NACE) [Principles for Ethical Professional Practice](#).

### Employers

- To help staff and students evaluate opportunities, all employers must be established with a professional website and recruiters must use a professional/organization-related email address (e.g., no Gmail, Yahoo, etc. accounts).
- In-home positions at personal residences are prohibited for both internship and full-time opportunities.
- Virtual internships are allowed if they align with company guidelines for all employees. Students should not incur any additional expenses as a result of working virtually and must be provided with the tools needed to complete their assignments (e.g., computer, software, etc.). In some circumstances, virtual internships may not meet the requirements for academic credit. Decisions regarding whether a student will be able to receive academic credit for an internship are made at the academic departmental level. It is up to the student to meet with their academic department to verify credit.
- Employers without a physical office may be subject to additional vetting processes and agreements.
- Recruiting services at the Rawls College of Business are not available to headhunters or third-party recruiting companies.

### Compensation

- All positions, whether full-time or internship, must be paid unless otherwise agreed upon.
- All salaries must at least meet the current Texas minimum wage.

### Work Experiences That Are Not Eligible

- Internships comprised of door-to-door sales or working away from the supervisor with limited supervision and oversight.
- Internships comprised entirely of training activities (e.g., time spent preparing for insurance and/or securities license exams).
- Positions that require upfront investments from the student (e.g., purchasing items they will later sell on behalf of the company).



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TEXAS TECH

## Offers

- All offers must be in writing. Written offers are defined as electronic or hard copies.

The following guidelines were created by the Career Management Center to establish equitable timeframes for students and employers in the recruiting process at the Rawls College of Business. It is in the mutual best interest of our students and employers to allow adequate timeframes for students to make information-based and experience-based employment decisions. Doing so requires the opportunity for students to explore a full range of employers before making a commitment. Our hope is these guidelines will enhance the recruiting experience for both students and employers, as well as minimize circumstances of reneged offers.

Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information and transparency. Students given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances. While advising our students, the CMC emphasizes professional and ethical behavior when considering offers of employment and strongly discourages the practice of renegeing. However, undue pressure and violation of the above significantly increase the likelihood of students renegeing despite efforts made by our office.

### EXPLODING OFFERS:

Students should not be pressured to accept offers and/or any special diminishing incentives (e.g., tiered or expiring bonuses, reduced options for internship placement, or location preference, etc.). Doing so is a violation of the NACE Principles for Professional Practice and could result in the suspension of access to the on-campus interviewing program at the Rawls College of Business.

*\*Employers participating in “Meet the Industry” and “Meet the Firms” recruiting events must follow the rules and guidelines set when registering to participate for those events.*

*Please note: These guidelines do not prohibit employers from extending early offers. They are also not intended to discourage students who have clarity about their options and are ready to make a decision from accepting an offer early-on in the recruiting process. The Career Management Center subscribes to the National Association of Colleges and Employers (NACE) [Principles for Ethical Professional Practice](#) for all recruiting practices, and encourages all employers to familiarize themselves with the NACE advisory opinion on setting reasonable deadlines for job offers found [here](#).*

### STUDENT ACCOUNTABILITY:

If a student accepts an offer of employment and later reneges on the acceptance, please notify us. We recognize the importance of integrity in accepting an offer and want the opportunity to follow up with the candidate. The CMC encourages students to discuss offers and timelines with employers to find a reasonable compromise to potential conflict. If necessary, we are willing to facilitate a meeting to determine a mutually agreeable solution.



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## **Complaint Procedures**

Students have the right to bring complaints about a participating recruiting organization to the attention of the Rawls College of Business Career Management Center (CMC).

The CMC will investigate the complaint and determine the appropriate course of action. If, based on a complaint, the CMC contemplates terminating the partnership with a company, the company will be given the opportunity to respond to the complaint.

## **Right to Refuse Service**

The Rawls College of Business Career Management Center reserves the right to terminate the recruiting partnership with any organization. Reasons may include, but are not limited to:

- misrepresentation of working conditions;
- complaints by students/alumni, harassment of RCOBA students, alumni or staff;
- requiring personal information such as bank account details or social security numbers when not part of the hiring process;
- positions that do not pertain to Rawls College students or alumni;
- any violation of TTU rules and regulations or local, state and federal laws;
- fraud;
- breach of confidentiality;
- or violation of Rawls College of Business recruiting policies.

Furthermore, we reserve the right to deny organizations that are in direct moral conflict with the mission of the Rawls College of Business from recruiting on campus. All decisions concerning registration of companies and organizations are made in the College's sole discretion.