

## Employer Policies

### Job & Internship Policies

Cal Poly Career Services is committed to supporting your recruiting efforts through campus interviews, information sessions, career fairs, and job/internship postings. To ensure Cal Poly students are making informed, ethical, and timely decisions about their job and internship offers, the following policies and procedures should guide your hiring strategies.\*

### Recruiting Guidelines

Employers seeking to recruit Cal Poly students must adhere to [Equal Employment Opportunity](#) laws and the National Association of Colleges and Employers ([NACE](#)) [Principles for Employment Professionals](#). Under [FERPA](#), Cal Poly prohibits the disclosure of a student's protected information to third parties. Cal Poly Career Services makes its services available to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, disability, or any other basis prohibited by applicable law.

### Offers & Deadlines

Employers should allow Cal Poly students sufficient time to carefully consider their employment options and to make informed decisions on their offers. Students who make rushed decisions can lead to the rescinding of job offers. All employers who recruit through Career Services are required to follow these policies:

- For offers extended **on or before November 1**, employers will allow students **until November 15**, to accept or decline any job or internship offer. *Note that employers are always welcomed and encouraged to extend offers at any point in the year and many students may be ready to accept an offer ahead of the November 15 deadline. However, if requested, please allow the student until this date to consider your offer.*
- For offers extended **after November 1**, employers will allow a minimum of two weeks from the date of the written offer for students to accept or decline any offer.

### Exploding Offers

Cal Poly expects employers to honor all offers made to students and that no conditions will be placed on the offer. No special incentive should be held out to induce early acceptance of an offer, nor should a student be subjected to the terms of an exploding offer. The term "exploding offer" is used to indicate a very quick response time, reduction in offer package, or any other practice that puts unreasonable pressure on a student.

### Rescinding Offers

Cal Poly utilizes the NACE guidelines when employers [rescind an offer](#). Career Services reserves the right to deny access to on-campus recruiting to any employer who we determine has not conducted their recruiting efforts ethically.

### Third Party Recruiters

Third-party representative or recruiters need to follow the [NACE's Third-Party Recruiting Policy](#).

### Job & Internship Policies

Career Services reserves the right to determine posting eligibility and decline positions deemed unsuitable for students seeking full-time, internship, or relevant part-time positions.

Career Services reserves the right to post only those jobs that will enhance students' overall career experience. In addition, employers must abide by Cal Poly Internship Policies governed by the [U.S. Department of Labor](#).

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## Job & Internship Postings Policies

Career Services will only approve account requests for companies and organizations that provide the following complete contact information:

- First/last name and job title of a contact person
- Email address from the company's domain and not a personal email account (Gmail, Yahoo, etc.)
- Mailing address
- Telephone number
- Website address
- Complete company description

Career Services requires the following information for each position submitted:

- Position title
- Selection(s) from the Job Function field that represent the position's description and responsibilities
- Clear job description (primary skills, knowledge and responsibilities)
- Candidate's requirements (level of education, majors, and level of experience)
- Internship Compensation ([FLSA](#))

## Unacceptable Postings

Career Services does not accept:

- On-campus solicitation, posting of materials, or sale of products and services.
- A part-time position offered outside of San Luis Obispo County.
- Postings for an unpaid internship at a for-profit organization where Cal Poly exercises oversight over the internship and provides educational credit.
- Postings with compensation exclusively based on fees/percentage of sales from others under their sponsorship in the organization.
- Compensation that is exclusively commission (will require a minimum wage salary, if commission is not met).
- Postings where the organization is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses.
- Postings where the organization requires an initial payment or investment with the organization itself serving as an umbrella or parent corporation. Investment of this type may include, but are not limited to, such things as: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, or presentation supplies.
- Postings where the organization fails, for any reason, to provide essential information concerning the job description; e.g. commission only, salary, applicant requirements, etc.
- Postings where the employer is unable, or unwilling, to provide written documentation of registration with a Better Business Bureau, if so requested.
- Employer registrations or job postings for teaching and/or tutors abroad.

## Third Party Recruiters

Career Services defines third-party recruiters as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs, including:

- Employment Agencies
- Search Firms
- Contract Recruiter
- Online Job Posting or Resume Referral Services
- Temporary Agencies or Staffing Services
- Outsourcing Contractors or Leasing Agencies

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Third-party recruiters posting a position with Career Services MUST:

- Select ONLY “Third Party Staffing” in the Industry field in their general profile in Handshake.
- Provide the name of your client within the job description AND job title.
- Follow all [EEO guidelines](#), set forth by the U.S. Equal Employment Opportunity Commission (EEOC).
- 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.

Third-party recruiters charging fees to Cal Poly students will not be permitted access to Career Services. Career Services at Cal Poly reserves the right to terminate an employer account for violation of university policies and procedures.

## Disclaimer

MustangJOBS resources are provided free of charge to employers and to student job seekers. All hiring and compensation for work performed by student employees is handled directly between the student and the employer. Career Services does not perform background checks on students applying for positions, nor on employers posting job opportunities. Employers and students are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and the student applicant. Cal Poly Career Services does not screen candidates on their work authorization status. Employers are responsible for reviewing, screening, interviewing, and making job offers to students; inclusive of screening for work authorization prior to interviews and job/internship offers.

All job listings are posted at the discretion of Career Services. We will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, or gender. Career Services also reserves the right to refuse posting positions that do not support the interests of the University and our students.

## On-Campus Interviews

Due to the quality of Cal Poly students, employers need to schedule on-campus recruiting visits far in advance. We encourage employers to reserve recruiting dates as soon as possible so that we may accommodate their preferred date. Please visit our [Recruitment Calendar](#) of events and activities for more information.

- Interview space is scheduled on a first-come, first-serve basis with priority scheduling provided to our [Career Partners](#).
- Career Services will not screen candidates for the employer or adjust campus interview schedules after the selections have been submitted and the students have been notified through MustangJOBS, powered by Handshake.
- Employers must abide by Cal Poly Career Services’ Job Posting Policies when attaching the position(s) to their on-campus schedule.
- Additional breaks and changes to employers’ on-campus visit must be made prior to the student interview sign up date.

## Interview Cancellations

- Employers must submit the cancellation in writing to Melinda McCann ([mmmccann@calpoly.edu](mailto:mmmccann@calpoly.edu)), Lauren Platte ([lplatte@calpoly.edu](mailto:lplatte@calpoly.edu)) or Taylor Law ([talaw@calpoly.edu](mailto:talaw@calpoly.edu)) prior to the employer preselect date.
- The employer is required to send a cancellation statement to all student applicants, providing a reason for the cancellation.
- If an alternate interview date is needed, Career Services will do our best to accommodate this request. However, because employers schedule on-campus recruiting visits far in advance, we may not be able to accommodate the employer’s preferred date.

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## **Confidentiality**

Employers are expected to maintain the confidentiality of student information, regardless of the source (including personal knowledge, written records/reports, social networking websites and computer databases). An employer should not disclose information about a student to another organization without their prior written consent, unless necessitated by health, legal, and/or safety considerations.

## **Internship Offers**

Employers offering internships should adhere to the Department of Labor internship guidelines as defined by the Fair Labor Standards Act. The [U.S. Department of Labor](#) Fact Sheet on internships can be found under our intern compensation section.

## **Career Fair Cancellation and Refund Policy**

In the event that a company chooses to withdraw completely from the career fair, the following refund schedule will apply. We cannot "roll over" the registration to another event or refund the fee. Once you have been notified that your registration has been approved, the following cancellation policy is in effect:

- Cancellations received two weeks before the event IN WRITING will receive a full refund minus \$100.00. No refunds will be issued after the deadline date.
- Employers with outstanding fees will be invoiced by Career Services. An invoice and two past-due invoices will be sent. The third notice will be the final notice. If the organization has not paid their account in full by the deadline date noted on the third notice, their account will be referred to the University to refer to a private collection agency. Organizations will be notified that their organization will be liable for the collections agency fee.
- Organizations whose account is not paid in full will be required to pay for all past outstanding fees and pre-pay for the current fair they wish to attend. Employers with any outstanding fees will not be permitted to attend the fair until their account is paid in full.

## **Career Fair No Show Policy**

Organizations that do not check-in within the first hour and a half on the day of the event will be considered a "no show." The table may be reassigned and the organization will be billed for the event. We cannot "roll over" the registration to another event or refund the fee.