



ON-CAMPUS RECRUITMENT POLICIES

The CECE is committed to supporting your recruiting efforts through campus interviews, information sessions, career fairs, and job/internship postings. While we understand that the landscape of recruitment is very competitive, our job as an institution is to provide recruiting opportunities that enhance the educational experiences of students. We believe that students should have the opportunity and time to explore the varied prospects available to them before making career or internship decisions. To ensure that CSUB students are making informed, ethical, and timely decisions about their job and internship offers, the following policies and procedures should guide your hiring strategies.

Confidentiality

Employers are expected to maintain the confidentiality of student information, regardless of the source including, but not limited to: personal knowledge, written records/reports, social networking websites and computer databases.

Accurate Information

Employers are expected to provide accurate information about their organizations and employment opportunities. This includes, but is not limited to: positions available, position responsibilities, career advancement opportunities, salary and benefits, and location.

Equal Opportunities

Employers are expected to engage in non-discriminatory practices in their recruitment activities, and to follow equal employment opportunity and affirmative action principles. The CECE Office expects all employers to conduct all recruiting and business transactions in an ethical manner.

Exploding Offers/Excessive Pressure

Employers should not make offers or pressure students to accept “early” offers including those requiring a quick response time, nor should they attach incentives involving diminishing bonuses, reduced options for location preferences, etc. Indirect/informal verbiage with students suggesting an offer is waiting for them upon their decision to join the firm outside of the indicated offer period is also both highly unethical and discouraged. Exploding offers put undue pressure on students to make decisions before completing the interview process and does not give them ample time to weigh employment options and make informed decisions.

Rescinding Offers

Employers rescinding employment should carefully review the guidelines and follow the NACE recommendations. NACE recommends that employers who must revoke a commitment do everything possible to avoid rescinding offers and to consider alternatives that do not require rescinding employment offers. These may include changes in job responsibilities, salary reduction and/or reduced workweeks, changes in job location, delayed starting dates, and other reasonable options. Before rescinding an offer, please notify our office to explore alternatives and share relevant circumstances.

Consequences

Employers violating any of these policies may receive deferred interview dates or be denied access to the recruiting program for the following season. Each circumstance will be evaluated on a case by case basis.