

Alamo Colleges District Career Experience Employer Partnership Guidelines

Updated 12/13/2022

APPROVED
By Ross Laughhead at 10:31 am, Dec 13, 2022

The five colleges in the Alamo Colleges District - Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip’s College and San Antonio College - welcome employer partnerships as we strive to provide employment and internships to our students. We have established these Guidelines to safely and ethically implement these partnerships. Please review the requirements below.

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Program Overview

The Alamo Colleges District Student Career Services offers area employers the opportunity of job postings for internships, externships, cooperative education, experiential opportunities, traditional W-2 or 1099 full-time, part-time, seasonal, or temporary employment (“Program”). Internships may be paid or unpaid under the standards of applicable law. Certain paid internships may generate college credit by written agreement with employers.

Employer Technology Requirements

Employer Website

Employers cannot be served without an operational employer website. College Career Services will review the employer’s website and other data about the employer for sufficiency and appropriateness. Employers must have an Employer Identification Number (EIN) prior to initiating any hiring.

Employer Site Description and Position Postings

Employers and recruiters must post their information for free on the student job bank Handshake.

- 1) Register for a new account using your employer work email address and a password by visiting the link: [New Employer](#). *Note: Registration provides access to post positions to all five colleges.*
- 2) Complete the registration form, agree to these Employer Guidelines, [Terms of Service](#), and [Privacy Policy](#).*
- 3) Click **Next: Confirm Email** to verify your account via the employer work email address provided.
- 4) View the detailed [Employer Guide](#) for further details and steps on [How to Post a Job](#).

Job postings must be actual and current openings for internships, externships, cooperative education, experiential opportunities, traditional W-2 or 1099 full-time, part-time, seasonal, or temporary employment. Employers and recruiters must accurately describe the employer organizations, positions and position requirements when posting their information or when representing their firms and opportunities at any campus recruiting events. Job postings may not be false, inaccurate or misleading. Postings requiring payment of donations, application fees, position tuition or start-up costs, product or work equipment purchase, or investment are prohibited. The Program will review each employer’s website and each job posting to confirm appropriateness.

Student Job Board – Handshake/Employer Trust Score

Handshake automatically calculates an internal Trust Score for each employer on the platform based on several factors:

Flags by other schools	Completeness of the Employer Profile
Employer’s activity level	Valid Web address
Approvals or declines by other schools	Employer email address that matches the company domain
Duration or time on Handshake	Whether the employer has posted positions at another school

Excluded Work Sites and Businesses

Due to potential safety and liability concerns, private, in-home work sites are excluded. Pornography, gambling, pyramid, multi-level, or network marketing businesses, and hazardous positions are excluded.

Recruiters and Staffing Agencies

The Program may work with non-Employer third parties under limited circumstances. A conversation with a staff member will help to assess if recruitment on campus will be allowed. Third party contract recruiters and staffing agencies may participate in job postings provided that they:

- Charge no fees to the candidate;
- Disclose the employer client and the nature of the relationship between the agency and the employer and allow the Program to verify this information by contacting that client;
- Provide a position description for valid job openings; and
- Release candidate information provided by the Program only to the identified employer client. Re-disclosure of candidate information is not permitted.

Commission-Only or Salary Draw Positions

Commission-only and draw-against-future-earnings positions without a base hourly wage will be reviewed on a case-by-case basis and are not guaranteed for approval. Any postings for accepted positions must explicitly detail the pay so that students may evaluate if they are interested in pursuing the opportunity.

Applicant Interaction Standards

NACE Principles for Professional Conduct

Approved participating employers are expected to become familiar with and to follow the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals at <https://www.nacweb.org/knowledge/principles/career-services-ethics.pdf>. The principles are designed to provide practitioners with three basic precepts for career planning, placement, and recruitment:

1. Maintain an open and free selection of employment opportunities in an atmosphere conducive to objective thought, where job candidates can choose optimum long-term uses of their talents that are consistent with personal objectives and all relevant facts;
2. Maintain a recruitment process that is fair and equitable to candidates and employing organizations; and
3. Support informed and responsible decision making by candidates.

Interview, Offer and Acceptance Guidelines

Employers and recruiters will maintain equal employment opportunity compliance in recruiting activities in a manner that includes the following:

- Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, disability or other legally protected category, and providing reasonable disability accommodations upon request;

- Reviewing selection criteria for adverse impact based upon the student’s race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;
- Avoiding question that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;
- Developing a sensitivity to and awareness of cultural differences and the diversity of the work force; and
- Investigating complaints forwarded by the Program office regarding EEOC non-compliance and seeking resolution of such complaints.

Serving alcohol should not be part of the recruitment process.

Employers and recruiters must not require applicant personal information at the time of application, such as bank and social security numbers.

Any employer representatives engaged in administering, evaluating and interpreting assessment tools, employment screening tests and technology used in applicant selection will be trained and qualified, and must advise students in a timely manner of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests and assessments will be reviewed by the Employer for disparate impact and position-relatedness.

Employers must provide students with 3 business days of notice of a second-round interview date and time and must accommodate student requests for alternate dates and times if students present a legitimate scheduling conflict (i.e., class, work assignment or previously scheduled interview).

Employers are encouraged to allow students 2 weeks from the date of the written offer letter to make an employment decision. The written offer should clearly state all applicable terms and conditions, including, but not limited to, position title/description, location, benefits, start date, salary, bonuses, etc. Students should not be pressured to accept offers immediately or early, whether this is based upon a shorter timeframe for consideration overall and/or any special diminishing incentives attached, e.g., tiered or expiring bonuses, reduced options for location preferences, etc.

Rescinding or Deferring Employment

Employers needing to rescind or defer employment should carefully review the guidelines and recommendations outlined by NACE in its [Position Statement on Rescinded and Deferred Employment Offers](#). Any required rescissions or deferrals should be communicated immediately to the candidate and the Program.

Internships Programs

Student internships offering learning experiences may be paid or unpaid depending on their respective characteristics. Employers must comply with the standards established by the [Fair Labor Standards Act](#) at 29 USC Chapter 8 and accompanying regulations at 29 CFR Subtitle B, Chapter V, Subchapter A. This includes the specific criteria for unpaid internships at for-profit companies as outlined by the [U.S. Department of Labor Wage & Hour Division FACT SHEET # 71: INTERNSHIP PROGRAMS UNDER THE FAIR LABOR STANDARDS ACT, \(Jan. 2018\)](#), at <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.

Unpaid internships must pass the Department of Labor’s “primary beneficiary” test. If the employer is the primary beneficiary of the internship, then the internship should be paid. Unpaid internships that

require students to pay out-of-pocket expenses are prohibited. Additional unpaid and internship wage resources are available at NACE. Please consider these criteria carefully before posting an unpaid internship.

Paid Internship Agreements between a college and an employer may be required to develop and offer paid internship opportunities to our students. Exact requirements may vary by college or program. Decisions regarding whether a student will be able to receive academic credit for an internship are made within the academic departments.

Career Events Guidelines/Campus Recruiting

Costs for on-campus recruitment activities, such as information tables, information sessions, interviewing, etc., vary per college.

Northeast Lakeview College: nlc-careers@alamo.edu

Northwest Vista College: nvc-cats@alamo.edu

Palo Alto College: pac-jobs@alamo.edu

St. Philips College: spc-jobs@alamo.edu

San Antonio College: sac-sec@alamo.edu

Scheduling: Employers may email: chernandez1@alamo.edu to share employment needs and inquire about availability.

Cancellations: Should employers need to cancel a recruitment event, we ask that you email your campus Career Services contact at least one day prior.

Employment professionals must advise the Program office of any pre-offer test or assessment to be conducted on campus for evaluation of whether it violates campus policies or fair employment practices.

Any recruitment activities through student associations or academic departments must be conducted in accordance with the policies of the Alamo Colleges District, and the College Career Services offices.

Civil Rights

Discrimination and Harassment Policy

It is the policy of the Alamo Colleges District to provide an educational, employment and business environment free of discrimination, harassment, and retaliation based on protected criteria.

Alamo Colleges is committed to promoting the goals of fairness and equity in all aspects of its operations and educational programs and activities. View the complete policy and procedures: [H.1.2 \(Policy\) Civil Rights Discrimination, Harassment, and Retaliation](#) and [Civil Rights Complaint and Resolution Procedure](#) at <https://www.alamo.edu/about-us/leadership/board-of-trustees/board-policies/>.

Potential violations of these policies are subject to resolution using the Civil Rights Complaint and Resolution Procedure H.1.2.1, regardless of the status of the parties involved.

The College District takes all reports and complaints of Civil Rights Discrimination, Harassment and Retaliation seriously. Every report will be fully and fairly investigated. Prompt remedial action will be taken whenever Discrimination, Harassment or Retaliation is found.

Diversity, Equity, and Inclusion Statement

The Alamo Colleges District's mission is to empower our diverse communities for success. Our mission is more than a statement we recite; it is the compass that guides our work. The Alamo Colleges District is committed to building a foundation of equity. Board Policy F.6.5 is our equity in student success policy, committing us to systemic transformation to make quality learning a shared priority. It focuses on addressing the visible gaps in opportunities, expectations, and outcomes, and a deep understanding of the imbalances, within the Alamo Colleges District and service region. We expect the recruiting practices of employers participating in the Program to respect that commitment.

Family Education Rights and Privacy Act (FERPA)

FERPA requires signed written consent from a student prior to the disclosure of personally identifiable student record information by an educational institution, subject to only limited exceptions. Employers must maintain the confidentiality of student information, regardless of the source. Student information disclosed to the employer should only be used for its original, intended purpose. Employers should not disclose student information to a third party for any purposes not related to the hiring process or a health or safety emergency. Employer student information may constitute student record information protected by FERPA under certain circumstances, including internships generating college credit.

Program Reservation of Rights

The Program reserves the right to deny access to college-assisted recruiting to any employer it determines has not conducted its recruiting efforts ethically, has materially failed to comply with these Guidelines, or whose business is inconsistent with Program values or the best interests of our students.

The Program reserves the right to modify these Guidelines and Program procedures.

The Program reserves the right to make exceptions to these Guidelines and procedures as warranted by special circumstances on a case-by-case basis. Any exception made does not waive subsequent application of the excepted element of the Guidelines or procedures.

Your account as an employer provides you with only a limited and terminable right to access and use the job posting features for your internal business use to seek candidates for interview selection and employment hiring.

The Program reserves the right to refuse or terminate service to any employer or recruiter that:

- fails to provide requested information or provides false information requested;
- commits fraud against the District or Program, its applicants, or student employees;
- harasses of students, alumni, or staff;
- breaches confidentiality required by the Family Educational Rights and Privacy Act (FERPA);
- violates applicable Alamo Colleges District rules and regulations;
- violates local, state, or federal laws with the potential to disadvantage students;
- is the subject of credible complaints about discrimination, harassment, threats, unsafe working conditions, deceptive recruiting practices, or other pertinent questionable circumstance;
- materially violates the NACE's Principles for Ethical Professional Conduct; or
- otherwise materially fails to adhere to these Program Guidelines.