All employers must be deemed by Oklahoma State University and OSU Career Services to be legitimate organizations with verifiable: business name, physical address, email address, phone number, and the name of a contact who can be reached at the address listed by telephone and email. OSU Career Services reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; failing to comply with established agreements between OSU Career Services and the employer (verbal or written); revoking a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of Oklahoma State University students, alumni, staff or faculty; failure to adhere to OSU Career Services policies and/or any other violation of Oklahoma State University rules and regulations.

Approved employers recruiting at Oklahoma State University must agree to and abide by the following:

- Will comply with policies and guidelines of Oklahoma State University and OSU Career Services.
- Will comply with employment guidelines designated by the U.S. Department of Labor as well as local, state, and federal laws, including but not limited to the Fair Labor Standards Act.
- Will follow the Principles of Professional Conduct for Career Services and Employment Professionals as outlined by the National Association of Colleges and Employers (NACE).
- Will cooperate with the University in any inquiry regarding the recruiting process including providing the names of any candidates interviewed and/or hired.
- Will not ask or allow any Oklahoma State University employee to screen applicant materials (resumes/cover letters, transcripts, references, etc) for any purpose, including the giving of University employee’s advice to recruiter/company on which applicants should be interviewed, recruited, or hired.
- Will make reasonable accommodations for individuals with disabilities so that they may participate in the recruitment process.
- Will ensure that alcoholic beverages will not be a part of the recruiting process.
- Will clearly identify the name of the employing organization, job title, job description and rate of compensation.
- Will not solicit or sell products/services or offer any financial promotional offerings during the course of the recruiting process.
- Will not use or disclose student information for any reason other than recruiting purposes for the posted position, including selling student information to other entities for a fee or other forms of compensation.
- Will have an employer-employee relationship in which there are no fees associated with becoming an employee of the organization, other than professional licensure fees for career employees that may be necessary to be paid by employee.

Job postings

All job listings are posted at the discretion of OSU Career Services. OSU Career Services abides by the principles set forth by NACE and expects employers who use its services to adhere to EEO guidelines. Job postings appearing to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, gender identity, disability, or gender will not be approved. OSU
Career Services also reserves the right to refuse to post jobs that do not support the interests of Oklahoma State University.

The following job types will not be allowed:

- No compromising positions such as adult entertainment, escort services, presentation modeling, or similar activities
- No positions that pay for work in cash
- No jobs/internship that require out of pocket expense from the student (other than transportation)
- No jobs/internships that discriminate against designated groups
- No positions soliciting the donation of plasma, reproductive gamete, or other organ donation

**Internships and Unpaid Internships**

In accordance with NACE and the U.S. Department of Labor, OSU Career Services defines an internship as the following:

> An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

As such, all internships posted with OSU Career Services should meet the following criteria:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

It is the responsibility of each employer to determine whether an internship should be paid or unpaid, based on labor laws. Each employer should be familiar with labor laws in order to determine eligibility based on the organization’s specific internship opportunity. For more information about unpaid internships and labor law, please review the U.S. Department of Labor's Employment and Training Guidance Letter.

**Work Authorization**

The Immigration and Nationality Act prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. See 8 U.S.C. § 1324b(a)(1)(B).
Employers may not treat individuals differently because they are, or are not, U.S. citizens or work authorized individuals. U.S. citizens, asylees, refugees, recent permanent residents, and temporary residents are protected from citizenship status discrimination. Employers may not reject valid employment eligibility documents or require more or different documents on the basis of a person’s national origin or citizenship status.

OSU Career Services prohibits:

- Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.
- Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin.

All employers recruiting at Oklahoma State University will:

- Treat equally U.S. citizens, lawful permanent residents, temporary residents, asylees, and refugees in recruitment or hiring.
- Embrace equal employment practices, including: refraining from discriminating on the basis of national origin and/or immigration and citizenship status.
- Avoid making the assumption that only U.S. citizens are authorized to work in the United States.
- Avoid the following language in job postings:
  - "Only U.S. Citizens"
  - "Citizenship requirement"*
  - "Only U.S. Citizens or Green Card Holders"
  - "H-1Bs Only"
  - "Must have a U.S. Passport"
  - "Must have a green card"
  - *UNLESS U.S. citizenship is required by law, regulation, executive order, or government contract.
- Allow all employees (including non-U.S. citizens) to provide any permissible documents to establish their identity or work authorization during the employment verification process.
- Recognize that refugees and those newly granted asylum who have not yet received a Social Security number may not be fully able to complete on-line applications even though they are authorized to work in the U.S. indefinitely, and avoid creating unnecessary hurdles for such individuals.

Employers recruiting at Oklahoma State University will have the opportunity to select one of the following options related to identifying jobs posted on the Hire System:

1. Legally authorized to work in the United States for any employer and WILL NOT require employment visa sponsorship now or in the future.
2. Legally authorized to work in the United States for any employer and WILL require employment visa sponsorship now or in the future.

In compliance with the provisions of the Immigration Reform and Control Act (IRCA), interview appointments will be made available to interested students who are authorized to work full-time in the United States regardless of their citizenship status, unless U.S. citizenship is legally required. If citizenship is legally required for your company, please indicate this as such on your job posting.
For further reference, employers may refer to the following:

- Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at [http://www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc)
- Department of Justice Best Practice for Online Job Postings at [www.justice.gov/crt/about/osc/htm/best_practices.php](http://www.justice.gov/crt/about/osc/htm/best_practices.php)
- US Department of Labor at [www.dol.gov](http://www.dol.gov)

**Third Party Recruiters**

Oklahoma State University (OSU) recognizes a variety of third-party employment agencies exist in today’s competitive business world. Third-party recruiters are defined according to the National Association of Colleges and Employers (NACE) as 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-parties include but are not limited to employment agencies, headhunters, search firms, contract recruiters, temporary agencies and staffing services. Most agencies are very reputable, efficient at their craft, and a credit to the profession. Some engage in unethical and/or illegal registration, recruiting, interviewing, and selection practices. Such practices are damaging to all parties involved. We do not support or promote such activity because it generally violates current affirmative action and equal opportunity employment legislation, and especially the Family Educational Rights and Privacy Act of 1974 which governs our operation as a university career center. Because such activity exists, we must safeguard our University, our staff, and our graduates by carefully examining the agencies that approach us for services. In an effort to help provide every possible employment opportunity to our registrants, we choose to work with selected third-party employment services that meet university approval and agree to the following criteria:

1. No fees are charged or assessed to the candidates with whom this employment agency provides service. If fees are assessed by this agency, then all are to be paid by the employer.

2. Third-party recruiters will abide by the Principles for Third-Party Recruiters as described in the [NACE Principles for Professional Practice](http://www.dol.gov).

3. The employment agency must actually be representing an organization and recruiting for a legitimate job within that organization. The employment agency understands and expressly agrees that it shall provide any candidate materials only to the bona fide employer it is currently representing. Should OSU discover the employment agency re-discloses information to another employer, the university will cease working with the employment agency and require the return of all candidate information previously distributed.

4. The employment agency will disclose the name, address, telephone number, and primary contact person the agency is representing (page 3 of this document) to OSU Career Services.

5. The employment agency gives OSU Career Services permission to contact the employer to verify his/her contract, job, and any related information.

6. The employment agency gives their permission to disclose any and all information with prospective candidates who may inquire. OSU Career Services will endeavor to guard the identity of confidential
clients who have contracted with the employment agency, but reserves the right to disclose information to our candidates if deemed necessary.

7. The employment agency agrees to follow all current local, federal, and state laws, including Affirmative Action and Equal Opportunity/Americans with Disabilities legislation.

8. The third party recruiter agrees to ensure that re-disclosure of student information for other purposes, including other recruiting contracts, occurs only with the written consent of the student/alumni. Thus, any student information disclosed by OSU Career Services is for one use only and not to be retained or re-disclosed for future contracts by the employment agency.

9. Services available to third party employers: Job postings only. Job postings are free to employment agencies year-round.

10. Job postings must be posted under the third party employer account and not from the third party client without prior approval of the employer being serviced.

11. OSU Career Services will not post positions from job posting organizations or resume referral services that collect data on job seekers and display job opportunities to which job seekers may apply.

12. Third party recruiters will abide by OSU Career Services general employer policies in addition to third party policies.

These policies and the 3rd Party Recruiter Agreement can be found here.