

Employers Agreement

You are invited to use Cardinal Connect if you are an employer with actual or anticipated bona fide positions and career-related paid or non-paid internships. A bona fide full-time or part-time position is defined as a career opportunity that is salaried (not 100% commission) and does not require the candidate to pay a fee for training, purchasing a membership and/or products, or any other job-related expenses.

Approved participating employers are expected to be familiar with and to honor the [NACE Principles for Professional Conduct for Career Services and Employment Professionals](#).

Third Party/Contract Recruiters/Staffing Agencies: Third parties (employment/staffing agencies and search firms) may participate in Cardinal Connect (job postings) provided that they:

- Charge no fees to the candidate.
- Reveal the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permit Career Services to verify this information by contacting the named client. Identify, on all announcements, the name of the employer being represented.
- If requested, provide a position description for valid openings.
- In accord with the Family Educational Rights and Privacy Act, release candidate information provided by the university exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).
- Third party participation is limited to job postings only, provided they comply with the above conditions.

Recruitment and Scheduling Policies:

Employer representatives are expected to comply with Equal Employment Opportunity regulations and related legislation in their recruitment and hiring practices (job postings, on campus recruiting, campus visits and career event attendance). Consideration should be afforded to all candidates without regard to race, religion, color, sex, disabilities, sexual orientation, national origin or age.

Interview and presentation facilities arranged by Career and Testing Center are to be used solely to speak with students and alumni from Lamar University who are eligible for service from the Career and Testing Center. Students enrolled at other universities or graduates from other universities are NOT eligible to register in our Cardinal Connect system or participate in on campus interviews. . To schedule interview rooms and presentations, reservations need to be submitted via e-mail or phone at least five business days in advance of the date requested.

Cancellation & No-Show Policy: If it is necessary for you (employer) to cancel an interview reservation, please do so prior to the resume submission deadline posted on your schedule. If you cancel your visit and students had already "dropped" resumes or "scheduled" interviews, it is "your" responsibility to notify them of your cancellation.

Space is in demand, and your early cancellation will give other employers an opportunity to meet with Lamar students. Keep in mind, last minute cancellations and no-shows will negatively affect your campus image among students who expect to interview with your organization.

To cancel a visit, please phone 409-880-8961 during regular business hours, Monday – Friday, 8 a.m. – 5 p.m. During non-business hours, you may leave a voice message at this number. Cancellation by e-mail is not recommended.

Scheduling Presentations Prior to Interviews: Reservation requests are coordinated by the Career and Testing Center. Please allow ample time for this process since many of the meeting rooms may already be reserved.

Mall and Quad Requests: Reservation requests are coordinated by the Career and Testing Center. It is recommended that you provide us with alternate dates and times. Submit your request via e-mail to our office and allow 7 – 10 days to process your request.

Posting Policies: To post materials on bulletin boards around campus or through email; the materials (flyers or posters) must be submitted to the Career and Testing Center.

Employers offering “straight commission” or “salary draw” positions: Employers with “straight commission” or “draw against future earnings” positions may request to use our services (posting jobs, on campus recruiting, and attend job fairs). However, the terms “straight commission” or “draw” must be explicitly stated in the job posting so that students are aware and can make a decision as to whether or not they are interested in those opportunities. Note: A draw against future earnings does not constitute a salary.

Disclaimer

Lamar University requires all employers who interview on campus or post jobs or flyers through the The Career and Testing Center office to follow Equal Employment Opportunity (EEO) practices as well as NACE Professional Standards in the recruiting process. There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, political or personal favoritism, marital status, sexual orientation, or disabling condition.

By registering your company or organization with us, you agree to accept and comply with the policies and procedures of the Career and Testing Center office regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for the Lamar University student body.

We screen employers in order to diversify industry representation at the fair, limit affiliated groups to one table and protect students from sales promotions, multilevel marketing and questionable recruiting practices.

The purpose of this event is to inform students and alumni about organizations, internships and job opportunities. Graduate Programs, Recruiting Firms, and Professional Organizations will be admitted if space permits. Priority is given to organizations recruiting for full-time degree level positions, internships and co-ops

The Career and Testing Center provides recruitment services to employers/individuals who abide by employer standards of ethical conduct established by the National Association of Colleges and Employers (NACE). To view these Principles, go to: <http://www.naceweb.org/principles/principl.html>.

Recruiting/staffing services must also, when requested, permit The Career and Testing Center to request and verify information on the specific employer(s) represented and/or the specific job(s) being advertised. The Career and Testing Center reserves the right to decline to post a position if it has an ongoing relationship with the employer being represented by the recruitment/staffing service and/or if The Career and Testing Center has questions about the legitimacy of the job listing or the represented employer.

Recruiting Firm, Professional Association & Graduate School Policy

It is the policy of Lamar University, Career and Testing Center that the all events will accept registrations from companies and organizations recruiting students for employment and internships before accepting applications from Recruiting Firms, Professional Associations, and Graduate / Professional Schools.

The Career and Testing Center screens employers in order to diversify industry representation at the fair limit affiliated groups to one table and protect students from sales promotions, multilevel marketing and questionable recruiting practices.

The purpose of this event is to inform students and alumni about organizations, internships and job opportunities. Graduate Programs, Professional Associations and Recruiting Firms will be admitted if space permits.

If space permits ...

To confirm registration, Recruiting Firms and Professional Associations will be contacted 2 weeks prior to the event, in the order that their registration was received.

To confirm registration, Graduate & Professional Schools / Programs will be contacted 1 week prior to the event, in the order that their registration was received.

Please call 409.880.8878 if you have any questions or concerns.