

EMPLOYER RECRUITMENT GUIDELINES



TRUMAN STATE UNIVERSITY

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Introduction

Truman State University’s Career Center is pleased to support your interest in recruiting our talented students. To create a successful and seamless recruiting experience for both employers and students, we have developed detailed guidelines that address each stage of the recruitment process—covering candidate identification, interview protocols, employment offers, and beyond. By adhering to these guidelines, we and our recruitment partners can foster an ethical, transparent hiring environment that upholds Truman’s values. In addition, we expect employers to align with the [Principles for Ethical Professional Practice](#) established by the National Association of Colleges and Employers (NACE), reflecting our shared dedication to professionalism, integrity, and respect in every recruitment interaction.



Employer Requirements for #HireTruman

To ensure a secure, transparent, and high-quality recruiting experience, all employers must complete a registration and approval process on **#HireTruman**, Truman State University's official job posting and recruiting platform. This verification process helps to protect students from misleading or exploitative job postings by confirming that all listed positions and employers meet Truman's standards of professionalism.

Required Documentation and Verification: Employers are required to register with #HireTruman using a verified, professional company email domain. Generic email addresses (such as Gmail or Yahoo) are not accepted for #HireTruman accounts. Additionally, employers must provide an official business website that accurately represents their organization, helping students verify the legitimacy of potential job opportunities.

Detailed Company Information: Employers must submit comprehensive information about their organization, including a description of services, headquarters location, and any key operational information relevant to prospective employees. This transparency helps establish a trustworthy relationship with student candidates on #HireTruman.

Guidelines for Third-Party Agencies: Third-party staffing agencies are permitted to use #HireTruman; however, they must disclose the names of their clients for verification purposes. This information is kept confidential by Truman's Career Center to ensure the privacy of client relationships while upholding our commitment to job posting authenticity. Third-party agencies are encouraged to clearly identify the roles they are recruiting for and must meet all #HireTruman requirements for transparency and legitimacy.

Types of Acceptable Job Postings on #HireTruman: Truman State University is dedicated to safeguarding students from exploitative employment opportunities by setting clear guidelines on the types of roles that can be posted on #HireTruman. Only roles that provide structured, reputable, and financially sound career pathways are eligible for listing.

Permitted Roles: To protect the interests of our students, only roles offering a base salary or a combination of base pay and commission are allowed on #HireTruman. Positions that are solely commission-based, involve multi-level marketing structures, or lack a clear compensation structure are prohibited from the platform. This restriction ensures that students are presented with quality career opportunities that align with Truman's standards.

Job Posting Requirements: Each job listing must include:

- **Compensation Details:** Employers are required to provide clear information about the compensation structure (e.g., salary, hourly rate, or base plus commission). Positions that require employees to earn solely through commission or sales targets without base pay are not permitted.
- **Job Responsibilities and Requirements:** Job postings should outline specific responsibilities and any unique job requirements, such as certifications or special skills. Clear job descriptions help students make informed decisions about their applications.
- **Prohibited Fees or Purchases:** Positions that require candidates to pay fees, purchase equipment, or pay for training materials as a condition of employment are not allowed on #HireTruman. These guidelines are in place to prevent students from incurring costs for employment and to ensure fair, professional hiring practices.

Internship and Experiential Learning Guidelines for #HireTruman

Truman State University encourages internship and experiential learning opportunities that provide meaningful educational and professional experiences for students. Internships listed on #HireTruman should enhance students' skillsets, align with their academic and career goals, and offer substantial, hands-on involvement in their field of study. To ensure that all experiential learning meets these standards, Truman has established specific guidelines for internships, with a strong emphasis on ethical practices and legal compliance.

Compliance with Department of Labor Guidelines for Unpaid Internships: All unpaid internships posted on #HireTruman must comply with the U.S. Department of Labor's "primary beneficiary test" to ensure that the primary beneficiary of the internship is the student rather than the employer.

This means that:

- The internship should provide direct learning benefits to the student, including the development of relevant skills and hands-on experience.
- Unpaid internships should not replace paid employment or provide significant immediate benefits to the employer, such as substituting regular employees.
- The internship should be structured to align with the student's educational goals, offering mentorship, training, and professional insights that enhance the student's career development.
- Employers who offer unpaid internships on #HireTruman must ensure these roles meet all legal standards, focusing on educational outcomes over productive work.

Experiential Learning Agreements and Verification: Some internship and experiential learning roles may require formal agreements to outline the responsibilities and expectations of both the employer and the student. Truman's Career Center can facilitate these agreements as needed:

- **Student Status Verification:** In cases where employers require verification of a student's status, Truman can provide an official confirmation, verifying the student's enrollment and academic standing. This serves as an alternative to employment contracts, particularly useful for unpaid internships or experiential learning opportunities.
- **Review and Processing of Agreements:** When a formal internship agreement is required, employers should submit the necessary documentation to Truman's at least 4 weeks in advance to allow for a thorough review and processing period. Agreements may be subject to approval and, in some cases, revision, to ensure they meet Truman's standards for student-centered experiential learning.
- **Flexibility and Support:** Truman is committed to supporting both employers and students in establishing clear, mutually beneficial agreements for internships. The Career Center works closely with employers to provide guidance on structuring internship opportunities that emphasize learning, mentorship, and career development while also fulfilling organizational goals.

By adhering to these internship and experiential learning guidelines, employers on #HireTruman demonstrate a commitment to fostering meaningful, educational experiences for Truman students. These standards ensure that internships are more than just work experience; they serve as transformative learning opportunities that help students bridge the gap between academic study and professional practice.

On-Campus Recruitment Events

Truman's Career Center is committed to assisting employers in crafting a recruitment strategy that is equitable, accessible, and inclusive for all students. We require that all recruitment activities, including any events geared toward specific student groups, be coordinated directly with our office. Pre-approval from the Career Center is required for the timing and location of all recruitment-related activities. For scheduling, please contact us at ucc3@truman.edu,

Permissible recruitment activities include, but are not limited to: Interviews, information sessions, coffee chats, office hours, networking events, competitions, practice interviews, and resume reviews.

Employers planning to collaborate with student organizations or academic departments should consult the Career Center for guidance. This ensures alignment with university guidelines and effective student outreach.

Our team will work to schedule events at optimal times to maximize your brand's visibility on campus while avoiding direct conflicts with other recruiting organizations. In addition, we recommend holding events during convenient time slots for students, such as between 4:30 p.m. and 7:30 p.m., and will work with you to secure approved on-campus facilities.

Please note, the Career Center may restrict events during final exams and limit scheduling during class hours. We will also coordinate with employers regarding the frequency of events per semester, and we encourage holding inclusive events open to all students whenever possible.

Behavior and Alcohol Guideline: Alcohol is prohibited at all recruitment-related events, both on- and off-campus. Employers are expected to maintain professional conduct, refraining from discussions on personal or sensitive topics (e.g., other applicants or social activities). Violations of these standards may result in revoked recruitment privileges

Professional Conduct

Employers have the opportunity to establish themselves as an "employer of choice" by approaching the recruitment process with integrity and professionalism. Any organization recruiting Truman students, whether through virtual or on-campus activities, should communicate expected professional standards to all team members involved. Recent alumni, in particular, may benefit from guidance on representing the organization effectively in both formal and informal settings.

To maintain a respectful and focused recruitment environment, employer representatives should refrain from discussing personal matters, such as relationships, alcohol use, or the candidacy of other applicants. Additionally, alcohol should never be provided during any recruitment event, whether on- or off-campus, as part of the engagement with our students. By following these standards, employers contribute to a positive, professional atmosphere that supports both their brand and our students' career growth.

Offers, Acceptance Timelines, and Rescinded Offers

To ensure fair decision-making, Truman establishes a set of guidelines regarding offer timelines, encouraging employers to provide students with sufficient time to consider job or internship offers.

Offer Timeline: According to the NACE Advisory Opinion on reasonable job-offer deadlines, "the best employment decisions for both students and employers are those made thoughtfully, with full information and without undue pressure." At Truman State University, we believe that students who are given ample time to explore career fairs, participate in on-campus interviews, and complete their ongoing recruitment processes are better positioned to make informed, long-term career choices. Providing this time and transparency reduces the likelihood of students renegeing on job acceptances, ultimately benefiting both students and employers in building lasting, mutually beneficial employment relationships.

Employers are expected to provide at least **two weeks** for students to evaluate offers without pressure. In certain cases, students may request additional time beyond the standard offer deadlines. We kindly ask employers to accommodate these requests whenever possible. Most employers have been understanding and supportive in allowing students the time needed to make well-informed decisions, and we greatly appreciate your cooperation and flexibility in this regard.

Offer Confirmation: We ask employers to maintain clear, consistent communication with prospective student candidates regarding recruiting timelines, interview rounds, offer decisions, and response deadlines as outlined by our guidelines.

Once an offer is extended, please provide the student with the recommended timeframe to make their decision without additional or unintended pressure. It's important to note that while reaching out to candidates may seem supportive, contact from multiple employees can often create an overwhelming experience for students as they consider their options.

Employers should clearly outline their offer procedures to students, including the preferred method for accepting the offer (e.g., signing a written document, confirming electronically) and whether verbal acceptance is considered binding. Offers should detail start dates and the basis of compensation, allowing students to make well-informed choices regarding their career paths.

Rescinded Offers: If an employer must rescind an offer due to unforeseen circumstances, they are required to notify Truman's Career Center before taking this action with the student. This communication allows our team to offer support to the student(s) in continuing their job or internship search. Rescinded offers are reviewed on a case-by-case basis, and employers may face consequences, such as delayed registration for on-campus recruitment, restricted access to campus for up to an academic year, or other appropriate actions to maintain a fair recruiting environment.

Confidentiality and Data Protection

At Truman State University, the protection of student data is paramount. Employers accessing candidate information through #HireTruman or any Truman Career Center resources are expected to uphold strict standards of confidentiality and data security. Any information collected during recruitment (e.g., resumes, transcripts, interview notes) should be treated as sensitive and should be used solely for hiring-related purposes.

Data Handling Standards: Employers must ensure that all candidate information remains accessible only to authorized personnel directly involved in hiring decisions. This includes limiting access to data within their organization and implementing internal guidelines that prevent unnecessary exposure to student information. We recommend that employers establish a clear protocol for handling candidate data, which may include secure digital storage, access logs, and data retention guidelines aligned with data protection best practices.

Data Sharing Restrictions: Under no circumstances should candidate data be shared with third-party organizations, external affiliates, or any unauthorized entities. Unauthorized sharing of student information is strictly prohibited and may result in consequences, including restricted access to Career Center resources and potential suspension from #HireTruman. This restriction upholds Truman's commitment to protecting student privacy and ensures that student data remains within the control of the hiring organization.

Employer Accountability: Employers are accountable for any misuse or mishandling of student information. In cases where student data is accidentally shared or exposed, employers are required to notify Truman's Career Center immediately. Prompt action allows Truman to mitigate any risks to students and maintain trust in our recruitment process.

Adhering to these confidentiality and data protection standards is essential to fostering a respectful and secure recruiting environment that benefits both students and employers.

Dispute Resolution and Violations of Guideline

Truman State University strives to create a fair and ethical recruiting environment for all participants. In cases where employers fail to comply with these guidelines, the university may implement corrective actions to maintain the integrity of the recruitment process.

Violations and Potential Consequences: Violations of Truman's recruitment guidelines may lead to consequences, including but not limited to:

- Restricted access to Career Center resources, including #HireTruman.
- Prohibition from participating in on-campus or virtual recruitment events.
- Suspension of recruitment privileges for an academic term or longer, depending on the severity of the violation.

Truman's Career Center reserves the right to enforce these consequences based on the nature and frequency of guideline violations. The purpose of these actions is to uphold ethical standards and ensure that students are protected from unprofessional or exploitative recruiting practices.

Resolution Process: Employers are encouraged to promptly address any issues that arise. In the event of a guideline violation, the Career Center may reach out to the employer to discuss the incident and seek a resolution. Employers are given the opportunity to correct their actions and align with Truman's guidelines to maintain a positive recruiting relationship. This process ensures that both Truman and the employer can work toward a productive partnership based on shared values and professionalism.

Commitment to Partnership: Truman values its partnerships with employers and recognizes that misunderstandings or occasional oversights may occur. We are committed to maintaining open communication with our employer partners, offering guidance and resources to help them meet our recruitment standards. By working together to resolve disputes, Truman and its employer partners can continue to build an inclusive and ethical recruiting environment.

Conclusion

Truman State University's recruitment guidelines are designed to cultivate a professional, ethical, and inclusive environment that benefits both employers and students. By adhering to these guidelines, employers demonstrate their commitment to creating high-quality, student-centered recruitment experiences that contribute to Truman's mission of career development and student success.

Our partnerships with employers are integral to providing Truman students with valuable opportunities for growth and achievement. We deeply value the dedication of employers who align with these principles and are committed to building lasting, mutually beneficial relationships that enrich both our students' futures and employers' organizations.

For further information or clarification on these guidelines, please feel free to reach out to Truman's Career Center at ucc3@truman.edu or by phone at (660) 785-4353. We look forward to supporting your recruitment efforts and strengthening our partnership with your organization.