



SOUTH TEXAS
COLLEGE

South Texas College Career & Employer Services Handbook

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WELCOME TO THE OFFICE OF CAREER & EMPLOYER SERVICES

PURPOSE

Our handbook has been prepared to provide perspective students, currently enrolled students, alumni and employers information about the Office of Career & Employer Services. It describes the Career & Employer Services' policies, procedures, and services.

The Office of Career & Employer Services can help students and alumni:

- Achieve career-related goals by offering job search guidance and resources
- Acquire employability skills that will prepare them for employment opportunities

The Office of Career & Employer Services can help employers:

- Connect with qualified candidates to satisfy their recruiting needs
- Establish name recognition on campus by offering a range of options and services

MISSION STATEMENT

Career & Employer Services assists currently enrolled students and alumni in developing the skills necessary to locate and secure employment and serves the community by providing skilled applicants to employers in Hidalgo and Starr Counties. Services include a free on-line job search system; assistance with resume preparation, writing job search letters and improving interviewing techniques; job fairs and employment referrals.

OVERVIEW OF SERVICES

South Texas College's Office of Career & Employer Services assists alumni and a diverse student body in achieving career-related goals by offering job search guidance and resources while fostering positive partnerships with the community to provide students and graduates access to an extensive network of employers. Our services are powered by College Central Network (CCN). College Central Network is an effective, easy and free online job search system which assists by catering to South Texas College students, alumni and employer needs. CCN is a modular system which allows employers online job posting capability, resume reviewing, as well as email capability. Students and alumni may conduct their job search, post resumes and contact potential employers online. College Central Network is available ongoing upon graduation for 18 months with continued usage and access.

Other services for perspective/current students and alumni included are:

- Access to resume builder
- Interviewing skills
- Career videos
- Downloadable job search podcasts
- Career documents library
- Labor market information
- Career expos
- Direct employer referrals
- Career services calendar of events
- Workshops
- Individual appointments
- On campus recruitment opportunities
- Mock Interviews
- Full Access to Career Centers
- Career Assessments
- Job application assistance*

*Note: All job seekers are responsible for completion of job applications.

HOURS OF OPERATION

Monday—Friday: 8:00AM-5:00PM

By Appointment preferred; walk-ins accepted upon availability:

- Career Exploration and Assessments
- Initial Appointment
- Resume Revisions
- Mock Interviews
- Job Application Assistance

DISTRICT WIDE LOCATIONS

Pecan Campus
3201 Pecan Blvd.
McAllen, TX 78501
Bldg. K 2.928

Technology Campus
3700 W. Military Hwy.
McAllen, TX 78503
Bldg. C 131

Nursing & Allied Health
Campus
1101 E. Vermont
McAllen, TX 78503
To Be Determined

Mid-Valley Campus
400 N. Border
Weslaco, TX 78596
To Be Determined

Starr County Campus
142 FM 3167
Rio Grande City, TX 78582
To Be Determined

WEBSITES

Home Page: <http://studentservices.southtexascollege.edu/careerservices/>

College Central Network: <https://www.collegecentral.com/southtexascollege/>

MyJagJobs: <http://myjagjobs.org>



#HireAJaguar #JaguarsGetHired

STUDENT/ALUMNI POLICES AND PROCEDURES

Your college education is just one of the many professional accomplishment you will achieve in life. The Office of Career & Employer Services wants to support you in this initial step toward professional growth. Since we work with a large constituent of students, alumni, employers, faculty, administrators, The Office of Career & Employer Services wants to ensure that professionalism is maintained by all parties involved. Our office expects students and alumni treat these constituents with respect and courtesy. We encourage your development towards career success, and we want you to convey professionalism at every step within that development.

CAREER & EMPLOYER SERVICES EXPECTATIONS OF STUDENTS

- **Provide accurate information:** Students and alumni will be expected to submit truthful and accurate profile information and application materials.
- **Demonstrate genuine interest:** Students and alumni are expected to keep all scheduled appointments and on-campus interviews. Students and alumni are expected to only pursue employment with companies for which they intend to work.
- **Professional conduct:** Students and alumni are expected to accept offers of employment in good faith and to notify employers of acceptance or non-acceptance of the offer; after accepting a position, students and alumni should withdraw their candidacy from all other opportunities.
- **Report hire:** Students and alumni are expect to report back to the Office of Career & Employer Services if they have been offered or accepted a position.

CAREER & EMPLOYER SERVICES APPOINTMENTS

Students and alumni are expected to keep their scheduled appointments and act in a professional manner. If cancellation becomes necessary, students should contact the Career & Employer Services as soon as they know they will be unable to keep their appointments.

APPOINTMENT SETTING GUIDELINES

- Due to the high volume of constituents we serve, students and alumni are required to set-up an appointment in advance
- A College Central Network account is required to set up an appointment
- Students and alumni must bring a copy of their resume to their appointment session, or may upload a resume on College Central Network prior to the appointment

TARDINESS

- Students/Alumni who arrive more than 15 minutes late to their scheduled appointments will be asked to reschedule their appointments.

NO SHOW

- Student/Alumni who have scheduled an appointment but fail to appear and do not cancel or reschedule in advance will be considered a no show
- Students/Alumni who fail to show to scheduled appointments may lose access to Career & Employer Services

RECRUITING POLICIES AND PROCEDURES FOR EMPLOYERS

Employers seeking to recruit students and graduates from South Texas College for internship and employment opportunities must adhere to Equal Employment Opportunity (EEO) guidelines, the National Association of Colleges and Employers (NACE) Principles for Employment Professionals, and the Policies & Guidelines laid out by South Texas College's Career & Employer Services listed in this handbook.

POSITION TYPE

All employment opportunities must be relative to career pathways of South Texas College. Must be career-related/professionally oriented and require candidates pursuing or already possessing a college degree.

OFFERS TO STUDENTS

According to the [Principles for Professional Practice](#) established by NACE, "Employment professionals will refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame."

The Office of Career & Employer Services firmly believes that allowing students ample time to make an informed decision about an offer is in the best interest of both students and employers. Our office offers programs and services to assist students in evaluating and negotiating job offers. We discourage students from making impulse decisions about offers, and inform them of the timeline for accepting or declining offers. If a student reaches out to our office to notify us that an employer has set a decision date prior to the timeline established, the employer risks the opportunity to recruit at South Texas College.

Employers who actively recruit at South Texas College (via online job board, career expos, on campus recruitment, etc.) are expected to report back to the Office of Career & Employer Services on offers and hires to South Texas College students or graduates.

INTERVIEW TIMEFRAMES

Interviews conducted on campus will begin no earlier than 9:00 am and must be completed by 5:00 pm. The Office of Career & Employer Services closes promptly at 5:00 pm. Our staff requires time to prep interview space each morning. Please arrive between 8:30 am-8:45 am for interviews beginning at 9 am. We encourage interview timeframes to be planned accordingly. To reserve on campus interviews, please contact our office with **at least two day notice**.

COLLEGE CENTRAL NETWORK-JOB POSTING POLICIES

Organizations wishing to recruit students and alumni of South Texas College using College Central Network can do so free of charge. Job and internship postings are reviewed and approved/rejected based upon the information contained in the postings.

College Central Network postings must adhere to the following criteria.

- All jobs and internships posted must be career-related and/or professionally oriented.
- All postings must use a professional/organization-related email address in the contact field (e.g., no gmail or yahoo accounts). If professional/organization-related email address is not provided, please contact the office of Career & Employer Services for further instructions. Resumes should not be directed to current STC student email addresses.
- Third-party recruiters must acknowledge and adhere to our third-party recruiting policy detailed below.
- Recruiters must agree to the College's nondiscrimination and equal opportunity policy detailed below.
- Employers posting unpaid internships must: not be virtual; provide the resources, equipment, and facilities needed by the student to support learning objectives/goals; provide direct and regular supervision; and must meet the [Department of Labor's criteria for unpaid internships](#). Explore the national internship standards below.

Posting with the following requirements and structures are ineligible.

- Fee-based programs. Examples include fee-based training programs, fee-based placements or positions requiring the purchase of supplies or a training kit.
- Postings advertising events, services or programs (e.g., career fairs, test prep, placement or learning programs, etc.).
- Unpaid virtual internships; virtual internships include opportunities that do not take place in a professional setting of the hiring organization (e.g., work from home, in the field, remote work).
- In-home positions at personal residences are prohibited (e.g., caregiver, nanny, in-home tutor, and startup company positions that place students/alumni in residential homes).

ON CAMPUS RECRUITMENT TIMEFRAMES

All on campus recruitment requests must be done online. To access the on campus recruitment form please visit: <http://studentservices.southtexascollege.edu/careerservices/on-campus-recruitment.html>. All on campus recruitment requests must be completed **at least two weeks prior to the request date**.

DESIGNATED RECRUITING SPACE

South Texas College prohibits recruiting in any public space on campus or in any room not specifically designated for recruiting activities by a Career & Employer Services staff member. Examples of space properly designated for recruiting include the career centers, rooms reserved for information sessions, designated tabling space, and career expo space. The following activities, which are considered on-campus soliciting, are prohibited outside of recruiting designated spaces:

- Tabling in any STC public space.

- Posting flyers or other marketing materials on bulletin board or public space on campus; distributing flyers on campus.
- Recruiting at student organization meetings-read more in the section below.
- Recruiting in classrooms.
- Distributing recruiting email blasts to students.
- Collecting student information, including resumes, on campus.
- Working with student groups to recruit for your company/organization or to promote your opportunities, products or services to STC students on campus.

STUDENT ORGANIZATIONS

South Texas College prohibits recruiting at student organization on-campus meetings and events. Employers are prohibited from actively recruiting students; collecting resumes or other student information; sharing your information for the purpose of recruiting; tabling; or posting marketing material at these events on-campus.

However, student organizations may invite employer representatives to meetings so that the employer representative can share his/her story with the students; this should not involve recruiting. For example, an alumnus can visit a student organization meeting to share his story as a graduate of STC now working for X company. The alumnus can inform students that his company's job posting is available on the Career & Employer Services' online job board, but he cannot promote the job opportunity in any way.

NONDISCRIMINATION POLICY

The Office of Career & Employer Services makes its services available to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, disability, or any other basis prohibited by applicable law.

THIRD-PARTY REPRESENTATIVES

Campus interviews must be directly scheduled and conducted by the organization's employees, rather than by third party representatives. For a definition of a third-party representative or recruiter, please see the [guidelines](#) set forth by NACE.

As stipulated in these guidelines, third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed other than for the original recruiting purposes nor can it be sold or provided to other entities. Third-party recruiters: Please note that we do not allow third-party recruiters to have access to our recruiting system. If you are a third-party recruiter, positions may be posted if you allow us to disclose the name of the company for which you are recruiting. The contact of the hiring company must be provided to the STC's Office of Career & Employer Services' individual who approves the position.

Third-party recruiters who charge students for services will not be permitted to use any South Texas College's Office of Career & Employer Services' services.

CONSEQUENCES OF UNACCEPTABLE RECRUITING PRACTICES

Students rely on the South Texas College's relationship with employers to advise them and insulate them from problematic or unethical practices. To do anything other than honor this commitment would show negligence and complete disregard for the well-being of students.

Note that employers knowingly violating the policies listed may be denied access to the recruiting program. Letters to campus departments will be sent with the name of the employer involved and the behavior cited whenever such penalties are imposed.

CONFIDENTIALITY POLICY

All materials received from our students (letters, resumes, transcripts, via email or hard copy), should be shared only with those persons at your firm involved in the hiring process.

ALCOHOLIC BEVERAGES

In compliance with South Texas College's policy prohibiting the use of alcoholic beverages, employers should not serve alcoholic beverages at any employer-related functions held on or off campus.

POSTING FLYERS AND POSTERS

To post materials related to Career & Employer Services on bulletin boards around campus, the materials (flyers or posters) must be submitted to The Office of Career & Employer Services for approval prior to posting. Those posting will be administered and controlled by Career & Employer Services staff.

NATIONAL INTERNSHIP STANDARDS

The [National Association of Colleges and Employers \(NACE\)](#) provides the following internship definition and criteria: 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.

NACE Seven Criteria for Internships

- 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.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experience supervisor.

- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

ACADEMIC CREDIT FOR INTERNSHIPS

Decisions regarding whether or not a student will be able to receive academic credit for an internship are made at the academic departmental level. The student is responsible for initiating the application for academic credit with the academic department.

DISCRIMINATION AND HARASSMENT POLICY

South Texas College is committed to providing a working and learning environment free from unlawful discrimination and harassment. Consistent with this commitment and with applicable federal, state and local laws, it is the policy of the College as both an educational institution and an employer to prohibit unlawful discrimination and harassment and to provide faculty, students, and staff who believe that they may be the victims of either with mechanisms for seeking redress. We recommend that all students, alumni, and employers engaged in activities with The Office of Career & Employer Services to review South Texas College's [Policy on Discrimination, Harassment, Retaliation and Sexual Misconduct](#).

If a student or staff member engaged in an activity sponsored by The Office of Career & Employer Services (including but not limited to job listings, workshops, panels, counseling sessions, employer presentations, career fairs, interviews, mentoring, internships, off campus recruiting, and employment) believes that the Discrimination, Harassment, Retaliation and Sexual Misconduct Policy may have been violated, he or she is urged to contact STC's Police Department at (956) 872-2589. If the conduct complained of involves a person or persons within the South Texas College community, the actions provided for under the Discrimination, Harassment, Retaliation and Sexual Misconduct Policy and Procedure may apply. If the conduct complained of involves, in addition to a member of the South Texas College community, a party or parties outside the South Texas College community, The Office of Career & Employer Services may conduct an inquiry. In the event The Office of Career & Employer Services determines that the complained-of conduct occurred or the outside party chooses not to participate in the inquiry, The Office of Career & Employer Services may act to sever the relationship between The Office of Career & Employer Services and/or South Texas College and the outside party/individual or organization.

The Office of Career & Employer Services reserves the right to refuse service to organizations or individuals due to any of the following:

- requiring personal information at the time of application, such as bank and social security numbers;
- misrepresentation, whether defined by dishonest information or absence of information;
- fraud;
- harassment of STC students, alumni, or staff;
- breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA);
- failure to adhere to The Office of Career & Employer Services' Recruiting Policies and Procedures for Employers or any other employer guidelines set by our office;
- any violation of South Texas College's rules and regulations;
- any violation of South Texas College's Police Department's [Security Procedures](#)
- any violation of local, state, or federal laws.

CAREER & EMPLOYER SERVICES DISCLAIMER

The Office of Career & Employer Services does not and will not endorse, condone or support either the companies seeking employees or any new job and surrounding activities for which employment is sought. The intended purpose of this service is to provide possible job opportunities for students and alumni and creates no warranty as to any listed company or website. Choosing a job is your decision; please use caution.

- Students/Alumni are expected to take personal responsibility for their own job search and communicate with the Office of Career & Employer Services on a regular basis to take advantage of the programming and resources available.
- Employers make any and all hiring decisions, and the Career & Employer Services cannot and will not influence the selection process.
- The Office of Career & Employer Services provides career opportunities related to South Texas College degrees and makes them available to all students and alumni who meet employment eligibility requirements, regardless of campus affiliation.
- College Central Network registration does not guarantee selection.
- The Office of Career & Employer Services policies and guidelines are a supplement to the College Policies.
- The policies and guidelines outlined by the Office of Career & Employer Services are subject to change.