



Texas A&M University-Central Texas Career and Professional Development requires all employers who participate in on-campus recruiting (including posting on HireWarriors powered by Handshake and attending career fairs, etc.) follow [Equal Employment Opportunity \(EEO\) practices](#) and [NACE Principles for Ethical Professional Practice](#). Employer gives assurance that it is an equal opportunity employer, offering employment without regard to race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability. By registering to attend a career fair, post on HireWarriors powered by Handshake, or engage in another form of on-campus recruitment, the employer agrees to accept and comply with the stated employer recruitment policies.

Recruiters using HireWarriors powered by Handshake, attending fairs, and recruiting on- and off-campus shall:

- A. Provide complete job descriptions, and clearly indicate third-party recruiting status.
- B. Only recruit for employer clients they represent.
- C. Not use candidate information obtained for a specific job opening, for any subsequent job openings or for soliciting employer clients, except where specifically agreed to in writing by the candidate.
- D. Provide the name of the employer client for whom you are recruiting in the job description. (If this information is confidential, it must still be disclosed to the CDC who will not release to candidates.)
- E. Not provide candidate information to any party other than an employer client without the candidate's informed written consent.
- F. Recruit for open or soon-to-open entry-level or experience; full-time, paid or unpaid internship; co-op; or part-time position. Employers are encouraged to post those positions on HireWarriors powered by Handshake.
- G. Not require the candidate pay a fee for training, purchase a membership and/or products, or any other job-related expenses (charge no fees to the candidate).
- H. Clearly state in the job description if offering "straight commission" or "salary draw against future earning" positions. Please note, a draw against future earning does not constitute a salary.
- I. Abide by all applicable [A&M-Central Texas and Texas A&M University policies and procedures](#).

Recruiters for Internships should be aware of:

- A. "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](#)



B. "The FLSA requires 'for-profit' employers to pay employees for their work. Interns and students, however, may not be 'employees' under the FLSA-in which case the FLSA does not require compensation for their work. Courts have used the 'primary beneficiary test' to determine whether an intern or student is, in fact, an employee under the FLSA. In short, this test allows course to examine the 'economic reality' of the intern-employer relationship to determine which party is the 'primary beneficiary' of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee-and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internships duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship." [Department of Labor](#)

*\*We reserve the right to refuse to post jobs and/or internships in order to protect our students and the integrity of HireWarriors powered by Handshake.*