

Career and Professional Development

Warrior Hall

Room 211

Employee Relations Procedure

TAMUCT Career & Professional Development Recruitment Policy

Texas A&M University-Central Texas Office of Career and Professional Development requires all employers who participate in on-campus recruiting (including posting on HireWarriors and attending career fairs, etc) follow [Equal Employment Opportunity](#) (EEO) practices and [NACE Professional Standards](#) (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](#), or engage in another form of on-campus recruitment, the employer agrees to accept and comply with the stated employer recruitment policies.

- **Recruiting for Internships**

- 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 Fair Labor Standards Act (FLSA) defines the term 'employ' very broadly as including to 'suffer or permit to work.' Covered and non-exempt individuals who are 'suffered or permitted' to work must be compensated under the law for the services they perform for an employer. Internships in the 'for-profit' private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the 'for-profit' private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek." The six criteria established by the DOL are:

- i. "The internship, even though it includes actual operation of the employer's facilities, is similar to training that would be given in an educational environment;
 - ii. The internship experience is for the benefit of the intern;
 - iii. The intern does not displace regular employees, but works under close supervision of existing staff;
 - iv. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
 - v. The intern is not necessarily entitled to a job at the conclusion of the internship; and
 - vi. The employer and intern understand that the intern is not entitled to wages for the time spent in the internship." [Department of Labor](#)





- **Fair Attendance and On-Campus Recruitment**

- a. Employers attending the fair and recruiting on-campus should be recruiting for an 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](#).*
- b. Employers should not require the candidate to pay a fee for training, purchase a membership and/or products, or any other job-related expenses.
- c. Employers offering “straight commission” or “salary draw against future earning” positions must be stated in the job description. Please note, a draw against future earning does not constitute a salary.

- **Third Party/Contract Recruiters/Staffing Agencies may recruit on campus when they:**

- a. Charge no fees to the candidate.
- b. Provide the client’s name they are working with for staffing needs.

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

 Hours	 Location	 Contact	 Email
Mon – Fri, 8am-5pm	Warrior Hall, Rm 211	254.519.5496	cpd@tamuct.edu