

BYU Recruiting Policies

The following guidelines govern the manner in which recruiters may use and be served by departments/offices of Brigham Young University (BYU). These guidelines adhere to the [Family Educational Rights and Privacy Act](#) (FERPA), the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](#), and the policies of BYU which include, but are not limited to, the [BYU Honor Code](#).

As an employer, recruiter, or other professional interested in connecting with BYU students and alumni through University Career Services or other departments/offices of BYU, you agree to abide by the policies contained in this document.

Please Note: University Career Services and all other departments/offices of BYU reserve the right to refuse service to any employer whose industry, recruiting practices, job postings, etc..., do not adhere to BYU recruiting guidelines and/or policies.

DISCRIMINATION POLICY

Employers shall comply with all nondiscrimination requirements of the [Age Discrimination in Employment Act](#), the [Americans with Disabilities Act](#), the [US Equal Employment Opportunity Commission](#), and [Title VII of the Civil Rights Act of 1964](#). These include, but are not limited to:

- a. Make reasonable accommodations for a disabled person so that he/she may participate in the recruitment activities
- b. Avoid the use of inquiries that are considered unacceptable by EEO standards during the recruiting process
- c. Refuse to screen and select resumes/candidates for interviews/employment based upon the race, color, religion, age, national origin or ancestry, gender, sexual orientation, mental or physical disability, marital status, or veteran status of a candidate (defined to include current students/enrollees and alumni).

RECRUITING POLICIES

Employers wishing to participate in recruiting activities (such as information sessions, interviews, career fairs, etc...) must have positions posted with career services that meet at least one of the following criteria:

- a. Full-time position requiring at least a four-year degree; and offer salary or salary/commission combination (no commission only)
- b. Internship position providing professional-level experience and training requiring ongoing supervision and feedback to interns; clearly stated compensation level (paid or un-paid. See: [Requirements for Unpaid Internships](#)).

Door-to-Door and/or seasonal sales positions will not be accommodated. Employers wishing to recruit strictly door-to-door and/or seasonal sales positions may attend the Summer Job Fair ONLY. All other services (information sessions, on-campus interviews, and informational booth outside the fair, job postings in Handshake) are NOT available for seasonal sales positions. Violation of this policy will result in immediate forfeiture of recruiting rights at BYU. We reserve the right to decline any registration.

Recruiting activities are strictly reserved for the recruitment of students to full-time or internship positions meeting the criteria above and the Job Posting criteria below. Any deviance from this guideline, including, but not limited to; product promotion, services promotion, surveys, focus-groups or other forms of product testing and marketing, and recruitment for positions not meeting the referenced criteria is strictly prohibited. Violations may result in University Career Services terminating recruiting privileges at BYU.

PRE-SCREENING POLICY

All employers, recruiters, and other professionals will screen and refer applicants based upon job-related criteria only. This screening process should be managed through BYU Career Services.

Soliciting or allowing any BYU employee to screen applicant materials/qualifications (Resumes, transcripts, references, GPA, etc.), to provide a list of “Top Candidates,” or provide advice on which applicants should be recruited, interviewed, and/or hired is strictly prohibited.

JOB POSTING POLICY

Full-time, part-time, internship, entry-level, and experienced/alumni positions may be posted on the University Career Services job board (currently [Handshake](#)).

All positions and employers are subject to approval by Career Services, and must meet the following guidelines:

- a. Clearly state in writing the level of compensation. (Internships must clearly state paid or unpaid. See: [requirements for unpaid internships](#))
- b. Not engaged in business primarily in the sale, production or distribution of beer, alcohol, coffee, or tobacco
- c. Not deal primarily with gaming (gambling), pornography, and similar activities
- d. Not advertise services and/or products in a manner inconsistent with the [BYU Honor Code](#)
- e. Not require fees or start-up costs of applicant; all such fees shall be paid by employer
- f. **Door-to-Door, seasonal sales positions will not be accommodated.**
- g. **Positions that would employ students for a private individual (e.g. babysitter, private tutor, caretaker, home care, labor, etc.) will not be accommodated.**

JOB OFFERS

EMPLOYERS: When offered a position, applicants should be given a reasonable time period to respond to such offers. High pressure techniques like exploding salary bonuses and/or unreasonably short deadlines to persuade students/alumni to accept job offers shall not be used.

We realize employers have strict deadlines to find qualified employees, but we ask that employers adhere to the guidelines below in order for applicants to make responsible and carefully considered decisions.

August - December:

- Internship offers should remain open for 2 weeks from the date the offer was extended.
- Full-time offers should remain open for 2 weeks from the date the offer was extended.

January - July:

- Internship offers: Deadline set by employer and student.
- Full-time offers: Deadline set by employer and student.

STUDENTS: Open, professional communication with any employer extending an offer of employment is encouraged and expected. When offered a position, applicants shall respond to employers with an acceptance or declination within the timeframe(s) stated above or by the mutually agreed upon date. Practices such as unnecessarily extending deadlines and/or failure to respond to employer communications are unacceptable.

STUDENT RENEGING POLICY

Students attending Brigham Young University are obligated to follow established ethical practices when seeking employment and/or internships. One of these practices is the expectation that students will no longer seek or consider other positions once a job or internship offer has been accepted. This holds true even if a more appealing offer is received at a later date.

BYU students represent not only themselves, but the standards and character of Brigham Young University, The Church of Jesus Christ of Latter-day Saints, and all individuals associated with these organizations – past, present, and future. Consequently, renege on accepted offers has negative repercussions that extend far beyond the student's own reputation.

Therefore, students who renege on accepted offers of employment and/or internships will be barred from accessing *Handshake* and other services provided by BYU Career Services. In addition, students will be required (in conjunction with appropriate campus entities) to professionally address and rectify the situation.

REPORTING OF PLACEMENTS/OUTCOMES POLICY

Employers who utilize BYU Career Services (or any other campus department/office) to post jobs, screen applicants, conduct interviews, or any other recruiting effort are required to report the outcomes of their BYU recruiting efforts. This includes offers and acceptances of full-time, part-time, and internship positions.

Employers should report this information to Career Services through *Handshake* or via email (recruiting@byu.edu).

THIRD-PARTY RECRUITERS

Third-party recruiters may post positions at BYU, however they may not engage in interviewing, informational interviews, or any other type of on-campus recruiting activity (with the exception of Career Fairs if clearance is obtained from Career Services). The following guidelines apply to Third-party Recruiters wishing to recruit at BYU:

- For part-time, internship, and full-time degree-required and full-time non-degree required positions, Third-party Recruiters may post positions so long as:
 - a. They have a recruiting contract with the client(s)/organization(s).
 - b. They disclose, *to Career Services prior to the posting*, the client(s)/organization(s) to which students' credentials/application materials will be sent. Positions will not be posted without this information.
 - c. They provide a letter to *Career Services prior to the posting* from the client(s)/organization(s) whom they represent stating they are contracted to post positions on their behalf.
 - d. They disclose, *to the applicant*, the client(s)/organization(s) whom they represent once the applicant has been selected for an interview.
 - e. The position has not already been posted directly to BYU by the client(s)/organization(s). Position postings should not be duplicated.