

BYU Recruiting Policies

 BYU Careers & Experiential Learning

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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 [Protecting Student Privacy Act](#) (FERPA), the National Association of Colleges and Employers [Principles for Ethical Professional Practice](#) (NACE), 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 BYU Careers & Experiential Learning or other departments/offices of BYU, you agree to abide by the policies contained in this document.

Please Note: BYU Careers & Experiential Learning 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.

I. Discrimination Policy

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

- i. Make reasonable accommodations for a disabled person so that he/she may participate in the recruitment activities
- ii. Avoid the use of inquiries that are considered unacceptable by EEO standards during the recruitment process.
- iii. 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).

II. Recruiting Policy

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

- i. Full-time position requiring a four-year degree; and offer salary or salary/commission combination (no commission only positions).
- ii. Internship position providing professional-level experience and training requiring ongoing supervision and feedback to interns; clearly stated compensation level (paid or unpaid. See: [Internship Programs Under The Fair Labor Standards Act](#)).

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, an informational booth outside the fair, job posting 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 do not meet the referenced criteria is strictly prohibited. Violations may result in 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 Careers & Experiential learning,

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.

III. Job Posting Policy

Full-time, part-time, internship, entry-level, and experienced/alumni positions may be posted on the BYU Careers & Experiential Learning job board (**currently Handshake**).

All positions and employers are subject to approval by BYU Careers & Experiential Learning and must meet the following guidelines:

- i. Clearly state in writing the level of compensation (internships must clearly state whether they are paid or unpaid. See: requirements for unpaid internships).
- ii. Not be engaged in business primarily in the sale, production, or distribution of beer, alcohol, coffee, or tobacco.
- iii. Not deal primarily with gaming (gambling), pornography, or similar activities.
- iv. Not advertise services and/or products in a manner inconsistent with the BYU Honor Code.
- v. Not require fees or start-up costs from the applicant; all such fees shall be paid by the employer.

- vi. Not be commission-only, including multilevel marketing distributors.
- vii. Door-to-door and seasonal sales positions will not be accommodated.
- viii. Positions that would employ students for a private individual (e.g., babysitter, private tutor, caretaker, home care, labor, etc.) will not be accommodated.

IV. Job Offers

EMPLOYERS:

When offering a position, applicants should be given a reasonable amount of time to respond. High-pressure tactics, such as offering exploding salary bonuses or setting unreasonably short deadlines to rush students/alumni into accepting job offers, should be avoided. While we understand that employers may face strict deadlines to fill positions, we ask that they follow the guidelines below to allow applicants to make thoughtful, informed decisions.

August - December:

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

January - July:

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

STUDENTS:

Open and professional communication with employers extending job offers is both encouraged and expected. Applicants should respond to employers with either an acceptance or declination within the timeframe(s) outlined above or by the mutually agreed-upon date. Practices such as unnecessarily extending deadlines or failing to respond to employer communications are unacceptable.

V. Student Reneging Policy

Students at Brigham Young University are expected to adhere to ethical practices when seeking employment and internships. One of these practices is the expectation that students will no longer pursue or consider other opportunities once they have accepted a job or internship offer. This expectation holds, even if a more attractive offer is received at a later date.

BYU students represent not only themselves but also the standards and values of Brigham Young University, The Church of Jesus Christ of Latter-day Saints, and all individuals connected with these organizations—past, present, and future. As such, renegeing on accepted offers has consequences that extend far beyond the student's own reputation.

Therefore, students who renege on accepted job or internship offers will be prohibited from accessing Handshake and other services provided by BYU Careers & Experiential Learning. Additionally, students will be required, in collaboration with the appropriate campus entities, to professionally address and resolve the situation.

VI. Reporting of Placements/Outcomes Policy

Employers who use BYU Careers & Experiential Learning (or any other campus department/office) to post jobs, screen applicants, conduct interviews, or engage in any other recruiting activities are required to report the outcomes of their recruiting efforts at BYU. This includes reporting offers and acceptances for full-time, part-time, and internship positions.

Employers should submit this information to Careers & Experiential Learning through Handshake or via email at recruiting@byu.edu.

VII. Third-party Recruiters

Third-party recruiters may post positions on Handshake for BYU students. However, they are not permitted to engage in interviewing, informational interviews, or any other on-campus recruiting activities (except for Career Fairs, provided they obtain clearance from BYU Careers & Experiential Learning). The following guidelines apply to third-party recruiters wishing to recruit at BYU:

For part-time, internship, full-time degree-required, and full-time non-degree-required positions, third-party recruiters may post positions, provided they meet the following requirements:

- i. The recruiter has a contract with the client(s)/organization(s) they represent.
- ii. The recruiter discloses, prior to posting, to BYU Careers & Experiential Learning the client(s)/organization(s) to which students' credentials and application materials will be sent. Positions will not be posted without this information.
- iii. The recruiter provides a letter to BYU Careers & Experiential Learning from the client(s)/organization(s) they represent, confirming they are authorized to post positions on their behalf.
- iv. The recruiter informs applicants of the client(s)/organization(s) they represent once an applicant has been selected for an interview.
- v. The position has not already been posted directly by the client(s)/organization(s) to BYU. Position postings should not be duplicated.