



University of St. Thomas, Career Services Employer Policies and Procedures

University of St. Thomas Mission Statement

We are the University of St. Thomas, the Catholic university in the heart of Houston. We are committed to the Catholic intellectual tradition and the dialogue between faith and reason. By pursuing excellence in teaching, scholarship, and service, we embody and instill in our students the core values of our founders, the Basilian Fathers: goodness, discipline and knowledge. We foster engagement in a diverse, collaborative community. As a comprehensive university grounded in the liberal arts, we educate students to think critically, communicate effectively, succeed professionally, and lead ethically.

Career Services Center

The Career Services team is dedicated to providing exceptional service to students and employers. The staff will work to help employers connect with UST students and alumni. A variety of employer services are offered, including:

- Access to UST Connect, an online connection to UST
- Ability to post Job and Internship opportunities
- On Campus Recruiting program
- Career Fairs and Networking Events
- Information Tables and Sessions
- Resume Search and Referral

Contact information:

Phone: 713-525-3160

Email: Career.Services@stthom.edu

On Site: 3909 Graustark Street, Houston, TX 77006 / Crooker Center, 2nd floor

Web: www.CeltCareers.com

EEO Policy

The University of St. Thomas and Career Services Center are committed to a policy of equal employment opportunity and non-discrimination. Employers utilizing our services are expected to adhere to federal and state legislation regulating affirmative action and equal employment practices in the State of Texas. Detailed information about these topics is available from the Texas Workforce Commission web site: <http://www.twc.state.tx.us/customers/jsemp/jsempsub7.html>.

Ethical Standards

UST Career Services operates under the *Principles for Professional Conduct*, ethical standards set forth by the National Association for Colleges & Employers (NACE). You will find a complete statement of these standards for employers, students and career services offices at: <http://www.naceweb.org/principles/principi.html>.

Release of Student Information and FERPA Policy

UST Career Services uses an online customized and password-protected job posting database for participating employers, students and alumni. "UST Connect" also allows employers to search for student resumes for hiring purposes. The Family Educational Rights & Privacy Act (FERPA) requires that consent is obtained from students and alumni before releasing profile and resume information. Employers may use this information only to fill employment vacancies within their own organization. Any information acquired from profiles and/or resumes may not be re-disclosed to any other employer or third party, and may not be disclosed to other individuals within an organization for other than employment purposes. Further details are available from the U. S. Department of Education Web site:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Internship Policy

The University of St. Thomas and Career Services Center adhere to the Department of Labor standards and NACE recommendations for unpaid internships. Employers posting internships on UST Connect must abide by DOL standards stated in Fact Sheet 71: "Internship Programs Under the Fair Labor Standards Act", which can be found at <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>. The statement on unpaid internships published by NACE can be found at http://www.naceweb.org/connections/advocacy/internship_position_paper/?referral=knowledgecenter&menuid=109.

Commission-Only, Multi-Level (Pyramid) Employers, Upfront Product Purchase Employers, and Third Party Recruiter Policy

Our full range of services is primarily open to employers who recruit candidates for salaried or hourly-compensated positions on their own payrolls. Employers offering commission-only positions must clearly identify this if listing positions with us or before engaging in the recruiting process, including on-campus interviews and job fairs. Multi-level and Upfront Product Purchase Required Employers are not permitted to recruit on campus or post jobs. Third party organizations are permitted to post positions with us, but they must disclose the employer with whom they have contracted and verify that no fees will be charged to applicants. We reserve the right to edit or refuse publication of vacancy descriptions submitted to our office. [NACE definition of Third-Party Recruiters](#)

Event Registration Cancellation, "No Show", and Refund Policy

UST Career Services staff recognizes that sometimes circumstances prevent employers from attending an event for which they have registered and paid. Employers may request a refund of fees paid, if done so prior to the deadline advertised on the event registration form. All notices of cancellation and refund requests must be made in writing via email or on company letterhead. Please understand that the University Business Office cuts refund checks, not Career Services, so this process, though expedited as quickly as possible, will not be immediate.

No refunds will be given for employer "no-shows" to Career Services events. Fees paid are forfeited for those who are "no-shows".

On-Campus Interview Policy

Only direct hiring organizations, seeking candidates for internships and full-time employment (requiring a degree) may conduct scheduled on-campus interviews. Employers wishing to set up an on-campus interview schedule can request their preferred interview dates through UST Connect.

- The Career Center does not establish the hiring qualifications for the hiring organization.
- Employers must adhere to equal employment opportunity laws and principles for employment professionals as outlined in the National Association of College & Employers' [Principles for Professional Conduct for Career Services and Employment Professionals](#).
- Employers may choose an Open or Pre-select interview schedule.
- The Career Services Center, through "UST Connect", will allow only those candidates with matching qualifications to apply for and schedule an on-campus interview with the hiring organization.
- On-campus interviews are conducted in the Career Services Center, 9:00-5:00, Monday through Thursday, during the fall and spring semesters, except University holidays.
- Employers may schedule the interview time that best complements their interview process, i.e. 30-minute sessions, 45-minute sessions, etc.
- Employers are expected to notify Career Services of any cancellations or changes of their interview schedules or information sessions expeditiously so students/alumni who planned to participate in these recruiting activities may be notified in a timely manner.
- The Career Center reserves the right to refuse any direct hiring organization from participation in on-campus interviews.

Information Table Policy

Only direct hiring organizations, seeking candidates for internships, full-time (degreed) positions, and part-time positions may host an information table. Employers wishing to schedule an information table can contact the Employer Relations Coordinator to reserve a date. There is a \$30 fee to reserve a table, payable a minimum of five business days in advance of event date. A refund will be given with cancellation at least 48 hours prior to event. All cancellations must be made in writing.