



OFFICE OF CAREER SERVICES

Effective Date:

Responsible Office: Office of Career Services

Division: Division of Student Affairs

I. PURPOSE/OBJECTIVE

To assist students, alumni and other designated clients in developing, evaluating, implementing career and education decisions and plans.

II. STATEMENT OF POLICIES

The Grambling State University’s Office of Career Services provides services and resources for students and alumni who are seeking employment as well as for employers who are recruiting GSU students and graduates to meet their staffing needs. In the provision of these services and resources, the Office of Career Services does not assume any liability for, nor does it guarantee, any employment opportunities, paid or volunteer, processed by the department or linked to its Web site. Responsibility for determining suitable and acceptable employment options lies with the students and alumni.

The departmental web site is linked to other sites which may contain information that may be helpful to students and alumni in career planning and in conducting job search activities. It is important to note that the Office of Career Services is not responsible for the content, resources, services, or privacy practices of such sites nor does the department control, endorse, or guarantee the accuracy of the information contained in the linked sites. Likewise, neither Grambling State University nor the Office of Career Services is liable, directly or indirectly, for any damages or loss resulting from the use of the content, resources, or services provided through such sites. When students and alumni link to another site, they are also subject to the privacy policies of that site.

The Office of Career Services operates within the framework of all federal and state laws which pertain to the employment process. In addition, it functions within the guidelines of all policies of the Grambling State University and the Division of Student Affairs. Internal policies and procedures have been developed and are reviewed periodically for updating as necessary.

A. Employers

The Office of Career Services facilities and services are open to any employer which affirms that it is an equal opportunity employer, offering employment without regard to race, religion, color, sex, national origin, age, citizenship unless legally required, or any other basis prohibited by law, and provides equal employment opportunity to persons with disabilities, veterans, and veterans of the Vietnam era.

By utilizing the Office of Career Services, company and organization representatives agree to adhere to all applicable federal and state laws as well as to comply with all National Association of Colleges and Employers principles which pertain to the recruiting process. Employers agree to adhere to laws protecting confidentiality of candidate information and will not disclose the information to other individuals without prior written consent of the applicant.

Career Days and on-campus interviews are open only to direct-hire employers. Third-party recruiters may place job listings with Career Services by contacting a staff member for details and procedures.

1. Services Provided

To deliver the services of our mission in an effective and efficient manner, the Office of Career Services provides a fully automated job posting and referral system through NACELink. GSU is part of a network of over 300 colleges and universities utilizing the NACELink system. Through this system employers can:

- Advertise job openings
- Obtain candidate resumes
- Schedule on-campus interviews
- Post company profiles
- Register for Career Fairs
- Set-up on-campus information sessions
- Pre-screen candidates

In addition, the Office of Career Services offers the employer:

- Campus publicity for recruiting dates
- Courtesy parking permits
- Private interview rooms
- Conference rooms for meetings or presentations
- Display company literature
- Wireless internet service

2. On-Campus Interviews

Employers are invited to visit the campus to recruit for full-time, summer, co-op, and internship positions. The following information may be helpful when preparing to interview on campus:

- Call two weeks in advance to schedule a recruiting date, if possible.
- Interviews begin at 9 a.m. and the last interview should end at 5 p.m. Interview periods are normally 30 minutes.
- Confirmation of your recruiting date will be emailed.
- Employers are requested to confirm the status of their interview schedule 2 days prior to visit.
- Lunch is from 12 to 1:30.
- Students will be in the designated waiting area
- Vacant interview spaces may be filled with students on the alternated list.
- Please notify us if any student fails to appear for a schedule interview.

3. Career Days

During each fall semester the Office of Career Services sponsors the GSU Annual Career Fair and Graduate Expo. The Fall Education Professionals Job Fair is held on campus and the Super Job Fair in conjunction with the Bayou Classic is in New Orleans.

In addition, during the spring semester the Office of Career Services sponsors the University Spring Career Fair/Technical Job Fair and the Spring Education Professionals Job (Teachers) Fair.

B. Students and Alumni

Students who are pursuing a degree from Grambling State University are provided access to all services and resources of the Office of Careers Services on a fair and equitable basis. Alumni of Grambling State University may also utilize the services and resources within three years after graduation. Services are provided at no charge.

All students/alumni records are handled with confidentiality and in accordance with the requirements of the Family Educational Rights and Privacy Act.

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C. Graduating Student Surveys

The Office of Career Services attempts to obtain from graduates information which is vital for administration reports. Information requested includes name, addressee, degree, and major, date of graduation, employment status and information, as well as assessment and evaluation of the Office of Career Services. Data are used to identify graduates who need assistance after graduation and to determine relocation trends, employers of GSU graduates, local and national salary averages, and assessment criteria. Information is analyzed for departmental use in preparing administrative reports. Salary information is reported, without graduate or company identifications, to the National Association of Colleges and Employers. The active link to complete the Graduating Student Survey is:

<http://www.naceweb.org/public/survey/2007gradstudentexsum.htm>

D. Code of Ethics

The Office of Career Services personnel fulfill all responsibilities with the integrity and adhere to the highest standards of professionalism in accordance with the National Association of Colleges and Employers (NACE). For more information on the Office of Career Services Code of Ethics go to the following links:

<http://www.naceweb.org/principles/annotated.htm>

<http://www.naceweb.org/principles/default/htm>

E. Privacy Policy

<http://www.naceweb.org/about/privacy.htm>