Students

1. **Eligibility for Services:** Sam Houston State University Career Services is a centralized Career Center and all SHSU undergraduate and graduate students, and alumni are eligible to use the Career Services Center. Consultations are also available via telephone and online for those students and alumni outside of the Huntsville area when necessary.

   A. Other members of the University and community are welcome to use our career library and job seekers with a degree from other universities are welcome to attend our job fairs.

   B. Upon special request and subject to availability, career assessments may be administered to other members of the University and community for a fee based on the instrument’s (or instruments’) cost to Career Services.

   C. The Sam Houston State University Career Services office will provide, through its reciprocity agreement policy, limited use of its services to students and graduates of other universities based on the following terms:

      a. Services are available only to students of universities granting reciprocal privileges to SHSU students and graduates.

      b. Requests for reciprocity must be made in writing by an official of the student's Career Services Office on their university letterhead.

      c. Reciprocal services will be limited to use of library resources (including job postings NOT listed on “Jobs 4 Kats”), workshops, and, if scheduling allows, counseling/advising services.

      d. In no case will students or graduates of other universities be permitted to schedule on-campus interviews with prospective employers visiting the SHSU Career Services Center.

2. **Career Services’ Ethical Standards:** Our office adheres to EEO compliance and information disclosure policies, to U.S. immigration laws, guidelines established by the American Counseling Association’s (ACA) Code of Ethics and Standards of Practice, Texas State Board of Examiners of Professional Counselors, FERPA, and to the *Principles for Professional Conduct*, ethical standards set forth by our national
professional organization, the National Association for Colleges & Employers (NACE).

Listed below are the NACE standards as they relate to our services for students - a complete statement of these standards for employers, students and Career Services Offices can be found at [http://www.naceweb.org/principles/principl.html](http://www.naceweb.org/principles/principl.html):

A. Career planning and placement practitioners are responsible for establishing and monitoring practices which ensure the fair and accurate representation of students and the institution in the recruitment process.

B. Career planning and placement practitioners should promote and follow nondiscriminatory practices.

C. The professional services of a career planning and placement office, including all counseling and information aspects, facilities, and support services, should be available to students and organizations without charge when utilized for recruiting purposes.

D. The candidate's freedom of choice in the selection of a career or a position should be protected from undue influence by faculty, placement staff, and recruiters.

E. Career planning and placement practitioners should inform students of obligations, both financial and otherwise, when utilizing the services of agencies or other organizations performing recruiting services for a fee.

3. **Ethical Standards for Job Seekers:** According to NACE Principles for candidates:

A. Candidates should honor the policies and procedures of their institutions and should adequately prepare for the interviewing process and accurately present their qualifications and interests.

B. Candidates should sign up for interviews only when seriously considering the position for which the organization is interviewing and should notify the career services office if they must cancel an interview appointment; the candidate should also notify the employer if they must cancel a plant/office trip.

C. Candidates are responsible for notifying organizations of their acceptance or rejection of offers by the earliest possible time and no later than the time mutually agreed upon.

D. Reimbursement for visits at an organization's expense should be only for those reasonable expenditures pertinent to the trip. If other organizations are visited on the same trip, the candidate should inform the organizations and prorate the costs.

E. An accepted offer is a contractual agreement that is expected to be honored. After accepting an offer, candidates should withdraw from the interviewing process and
notify the career planning and office and other organizations with offers pending.

4. Privacy and Confidentiality Policies: Students and alumni who use the services provided by the SHSU Career Services Center can expect that all information entrusted with the staff will be handled within all current legal and ethical guidelines established by NACE as listed above, by FERPA (The Federal Family Educational Rights and Privacy Act of 1974), by ACA (The American Counseling Association), the Texas State Board of Examiners of Professional Counselors and will be used to serve the best interests of the student/alumnus.

A. Career advising conducted on-line via the Internet cannot be guaranteed to remain confidential. While we will do our best to keep messages private, we cannot guarantee that the contents of e-mail or Instant Messages (IMs) will remain confidential. We recommend that students and alumni check the privacy statement of their e-mail provider.

B. While using the Career Services website, students and alumni may encounter links to web pages of organizations not directly affiliated with Career Services or Sam Houston State University. SHSU Career Services does not control the content or information practices of these external organizations. We recommend that users review the privacy statements of these organizations.

C. The Career Services Center administers a Graduate Follow-Up Survey to each graduating class six months following their graduation date. Information gathered from the survey contains graduate employment information including employer and salary information. The information and salary data collected will be used to generate reports of the average salaries and career paths of SHSU graduates and will be used in statistical reports not connected to participants’ identities. Career Services is ethically bound to guarantee protection of the confidentiality of survey participants and their responses to the survey questions.

5. SHSU Career Services On-Campus Interviewing Policies: To participate in on-campus interviews an individual must be completing a Sam Houston State University degree or must be an alumnus of the university. Additionally they must:

A. Register, create a profile, and upload a resume onto "Jobs4Kats".

B. Meet the minimum requirements specified by the employer (major, GPA, graduation date, etc.).

C. Schedule their own appointment through "Jobs4Kats" by following the instructions on the website.

6. Interview Cancellation and “No Show” Policy: Considerable time, energy and financial resources on the part of both the university and employers are expended in efforts to schedule, market and successfully facilitate employer visits, interviews and,
ultimately, the hiring of SHSU students and graduates.

When a student cancels an on-campus interview at the last minute or fails to show up for a scheduled interview, it damages the relationships we’ve built with employers. It also robs students who may have been interested in interviewing with an employer and are on a schedule’s waiting list, the opportunity to take the appointment. An even greater negative impact may result if the recruiter chooses not to return to our campus due to a perceived lack of interest by SHSU students. Due to the importance of honoring the business agreement a scheduled interview implies, the following policies are in place:

A. If it is necessary to cancel, do so as far in advance as possible, but no later than two (2) working days before the interview. Interview spots are in high demand, and early cancellation will give other SHSU students an opportunity to meet with the employer.

B. To cancel after the “Jobs 4 Kats” sign-up deadline has passed, call (936) 294-1713 and speak to our Employment Specialist in person (do not just leave a voicemail message) or stop by the Career Services office. Cancellations via e-mail are not accepted.

C. Late Cancellation is any cancellation received on the working day before or on the actual day of the interview.

D. No-Show is failure to honor a scheduled appointment without prior cancellation.

E. In the event of a late cancellation or no-show, a student forfeits their interviewing privileges until a Letter of Explanation/Apology to the employer is written and a copy of this letter is submitted to the Career Services office.