

WELCOME



Welcome to the Ferguson College of Agriculture Career Services and thank you for choosing to recruit our students. My name is Taylor Harbuck and I serve as the coordinator for Career Services and Student Development in the Ferguson College of Agriculture. My role is to serve both students, employers and provide support to faculty in the area of career development.

In this guide you will find ways for your company or organization to connect with our students through campus partnerships, personalized brand solutions and talent connections.

Here at the Ferguson College of Agriculture we provide employers and students strategies to ensure a bright future.

As an employer you have several options when recruiting; those include feature events, classroom visits, tabling, holding on campus interviews and career fairs. As you make your recruitment plan please know the Ferguson College of Agriculture is here to assist. Please feel free to contact me at 405-744-9464 or fergusoninfo@okstate.edu.

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Our commitment to you is also lived through our commitment to our students. The Ferguson College of Agriculture Career Services strives to facilitate student learning on all development levels by providing support for discovering career options, preparing for career establishment, securing career opportunities and thriving as an engaged professional.

INNOVATIVE CAMPUS PARTNERSHIPS

Your resources are valuable. We recognize the challenge of efficiently using your time and budget to identify the right talent with the right fit for your needs. Career Services will help you establish and strengthen relationships with faculty, staff, student organizations, and other campus resources to maximize your efforts.

PERSONALIZED BRAND SOLUTIONS

Your brand is the essence of who you are. It encapsulates your story, your culture, your future, and dictates the message you share in the recruitment process. Whether you have an established brand throughout our college and wish to grow it or are a partner nurturing a new brand with us, Career Services will consult with you to identify and take advantage of campus-based and distance opportunities to create and fine tune your organization's visibility.

INTENTIONAL TALENT CONNECTIONS

Your strategy to identify the new talent that will thrive in your organization is important to your future success. Our students and alumni possess unique attributes encompassing academic, geographic, experiential, and cultural diversity. Career Services is ready to help you focus your recruitment of our talented Cowboys in ways that will intentionally cultivate high impact connections and a flourishing work force.

FERGUSON COLLEGE OF AGRICULTURE POPULATION



TOTAL STUDENTS

3,136

16

UNDERGRADUATE
MAJORS

15

MASTERS
PROGRAMS

11

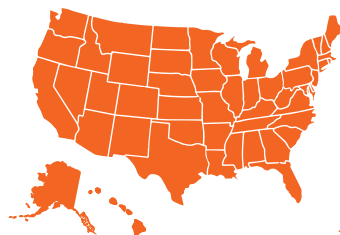
DOCTORAL
PROGRAMS

OUT-OF-STATE

1,269

IN-STATE

1,867



46

STATES
REPRESENTED

14:1

STUDENT TO
FACULTY RATIO



35

COUNTRIES
REPRESENTED

DEGREE PROGRAMS

BACHELOR'S DEGREE

AGRIBUSINESS

Accounting*
Agricultural Communications*
Community & Regional Analysis
Crop & Soil Science
Farm & Ranch Management
International
Natural Resources
Pre-Law
Pre-Veterinary Business Management

AGRICULTURAL COMMUNICATIONS

Agribusiness*
Animal Science*

AGRICULTURAL ECONOMICS

AGRICULTURAL EDUCATION

Agricultural Business & Economics
Agricultural Communications*
Animal Agriculture
Horticultural Science
Multidisciplinary
Natural Resources

AGRICULTURAL LEADERSHIP

Extension Education
International Studies

ANIMAL SCIENCE

Agricultural Communications*
Agricultural Education*
Animal Biotechnology
Business
Livestock Merchandising
Pre-Veterinary Animal Science
Production
Ranch Operations

BIOCHEMISTRY & MOLECULAR BIOLOGY

Pre-Medical or Pre-Veterinary Science

BIOSYSTEMS ENGINEERING

Bioprocessing & Food Processing
Environmental & Natural Resources
Machine Systems & Agricultural Engineering
Pre-Medical

ENTOMOLOGY

Bioforensics
Insect Biology & Ecology
Pre-Medical Sciences
Pre-Veterinary Sciences

ENVIRONMENTAL SCIENCE

Environmental Policy
Natural Resources
Water Resources

FOOD SCIENCE

Food Industry
Food Safety
Meat Science
Science

HORTICULTURE

Horticultural Business
Horticultural Science
Public Horticulture
Turf Management

LANDSCAPE ARCHITECTURE

LANDSCAPE MANAGEMENT

NATURAL RESOURCE ECOLOGY & MANAGEMENT

Fisheries & Aquatic Ecology
Forest Ecology & Management
Rangeland Ecology & Management
Wildlife Biology & Pre-Veterinary Science
Wildlife Ecology & Management

PLANT & SOIL SCIENCES

Agronomic Business
Crop Production & Management
Plant Biotechnology & Improvement
Soil & Water Resources

MASTER'S DEGREE

AGRICULTURAL COMMUNICATIONS M.S.

AGRICULTURAL ECONOMICS M.S.

AGRICULTURAL EDUCATION M.S.

ANIMAL SCIENCE M.S.

**BIOCHEMISTRY & MOLECULAR
BIOLOGY M.S.**

**BIOSYSTEMS & AGRICULTURAL
ENGINEERING M.S.**

ENTOMOLOGY & PLANT PATHOLOGY M.S.

FOOD SCIENCE M.S.

GENERAL AGRICULTURE M.AG.

Agribusiness
Agricultural Leadership
International Agriculture

HORTICULTURE M.S.

INTERNATIONAL AGRICULTURE M.S.

**NATURAL RESOURCE ECOLOGY &
MANAGEMENT M.S.**

PLANT & SOIL SCIENCE M.S.

DOCTORAL DEGREE

AGRICULTURAL ECONOMICS PH.D.

AGRICULTURAL EDUCATION PH.D.

ANIMAL SCIENCE PH.D.

**BIOCHEMISTRY & MOLECULAR
BIOLOGY PH.D.**

**BIOSYSTEMS & AGRICULTURAL
ENGINEERING PH.D.**

CROP SCIENCE PH.D.

ENTOMOLOGY PH.D.

FOOD SCIENCE PH.D.

**NATURAL RESOURCE ECOLOGY &
MANAGEMENT PH.D.**

PLANT PATHOLOGY PH.D.

SOIL SCIENCE PH.D.

* denotes a double major

orange text denotes majors

black text denotes study options within
majors

WAYS TO RECRUIT

STUDENT ORGANIZATIONS AND ACTIVITIES

AECL Graduate Student Association	Horticulture Club
Ag Communicators of Tomorrow	Horticulture Club Judging Team
Ag Econ Graduate Student Association	Leaders of Excellence in Animal and Food Science (LEAFS)
Ag Econ Quiz Bowl Team	Linnaean Games Team
Aggie-X Club	Livestock Judging Team
Agronomy Club	Meat Animal Evaluation Team
Alpha Epsilon	Meat Judging Team
Alpha Zeta	Meat Science Association Club
Ambassadors	Minorities in Ag, Natural Resources & Related Sciences (MANRRS)
American Fisheries Society	Multicultural Programs Leaders
American Society of Agricultural & Biological Engineers (ASABE)	NREM Graduate Student Association
American Society of Landscape Architects	Oklahoma Collegiate Cattlemen's
Animal Science Academic Quadrathlon Team	Oklahoma Collegiate Cattlemen's
ANSI Graduate Student Association	OSU Student Chapter of the Society for Range Management
BAE Graduate Student Association	Pi Alpha Xi
Beekeeping Club	Plant ID Team
BIMB Graduate Student Association	Plant and Soil Sciences Graduate Student Organization
Biochemistry Club	Rodeo Association
Block & Bridle Club	Sanborn Entomology Club
Career Liaisons	Sigma Alpha
Collegiate 4-H	Sigma Lambda Alpha
Collegiate American Farmers & Ranchers	Society of American Foresters/Forestry Club
Collegiate Farm Bureau	Soils Judging Team
Collegiate FFA/ATA	Soil & Water Conservation Society
Cowboy Motorsports	Student Council
Cowboy Waterworks	Student Organization for International Agriculture (SOIA)
Crops Judging Team	Student Osteopathic Rural Medical Club (StORM)
Dairy Cattle Judging Team	Swine Club
Dairy Science Club	Turf Club
ENPP Graduate Student Association	Weed Science Team
Environmental Science Club	Wildlife Society
Equine Judging Team	Xi Sigma Pi
Food Science Club	
Freshmen in Transition (FIT)	
Horseman's Association	

FROM-A-DISTANCE INVOLVEMENT OPPORTUNITIES

CAREER CONNECTIONSLIVE

In person is not the only way to interact with students face-to-face. If you're interested in connecting with students in a group setting to provide information about your organization and its opportunities but you can't physically make it to our Stillwater campus, Career Services will work with you to facilitate a Career ConnectionsLIVE event using a virtual platform. Scheduling a virtual Career ConnectionsLIVE event may be done by emailing fergusoninfo@okstate.edu.

NOTE: A minimum of three (3) weeks advance notice is required to fulfill Career ConnectionsLIVE requests.

THE HIRE SYSTEM

The Hire System is OSU's career opportunity search engine for students. Employers may post an unlimited number of jobs, co-ops or internships for viewing by current students and alumni. Through the Hire System you may also access and browse résumés of students actively engaged in the job/internship search process. If you have opportunities you would like to post or want to search student résumés, visit the employer menu at hireosugrads.com.

HOST A TOUR

As we strive to prepare students for the real world, a powerful preparation strategy is to provide students the chance to observe and experience the real world environment. You can help create that chance to observe and experience by inviting a student group or class for a site tour of a business location or facility. If you are interested in hosting a group or class, contact our office at 405-744-9464 or fergusoninfo@okstate.edu, and we will help you extend your invitation and coordinate plans with your target group or class.

LINKEDIN

Many organizations use LinkedIn as a part of their talent acquisition strategy, and Career Services coaches students on the value of professionally networking online through the LinkedIn platform. The Oklahoma State University Ferguson College of Agriculture also has a LinkedIn page. We encourage you to follow us to stay up to date on our career-related event and activity opportunities, and we invite you to engage with our content to increase your organization's visibility among our students, faculty and alumni followers.

ALUMNI FIRE

Do you have Oklahoma State University Alumni working in your organizations? Encourage them to become an online networking contact and mentor through AlumniFire. This free alumni connection platform facilitates members connections for the purpose of networking and gaining perspectives on topics ranging from industry insight to relocation and more. Encouraging your OSU Cowboy employees to connect with their fellow Cowboys can be a great strategy for helping other OSU students and alumni learn about and see a possible future with your organization. It's all available at okstate.alumnifire.com.

OPPORTUNITIES FOR EMPLOYERS

CAREER EDUCATION & PROFESSIONAL DEVELOPMENT

Throughout the academic year, Career Services coordinates a variety of student career education and professional development programs. Industry representatives are frequently needed to assist as speakers, panelists, or judges for these activities. Typical programs include our annual Alumni Panel, the Internship Exchange, Government Lunch and Learn, Networking Event, and the Oklahoma FFA Employment Skills Contest. If you or another representative of your organization are interested in helping, please contact our office at fergusoninfo@okstate.edu or 405-744-9464 to see where we may be able to plug you in as a contributor.

CAREER FAIR

The annual Career and Internship Fair takes place every September on the Oklahoma State University campus. The networking event attracts more than 1,000 students and nearly 100 recruiting organizations annually. We would be delighted to have you participate in this annual career connection event. Detailed information about the annual career fair may be found online at agriculture.okstate.edu/employers.

CLASSROOM INVOLVEMENT

Classroom commercials are short, 5-10 minute time allotments at the very beginning or very end of a class, during which you may speak about your organization and its opportunities. Classroom commercials can give you a chance to place your organization within the attention of a targeted group of students in a specific class of interest.

Professor for a Day opportunities provide a chance for you to work with a faculty instructor to identify and present a course-related lecture or activity during a specified single class meeting. Representatives engaged in the classroom in this manner provide invaluable real world insight to students enrolled in the class.

Requesting Classroom Involvement may be done through an online request form available at agriculture.okstate.edu/employers.

NOTE: A minimum of three (3) weeks advance notice is required for all Classroom Involvement requests. Requests are granted at the discretion of faculty instructors based upon the course schedule.

FEATURE EVENTS

Feature Events provide an opportunity for you to interact with students in a group setting and provide valuable information about your organization and its opportunities, while also answering questions from prospective talent. The best approach to hosting a successful Feature Event is to plan ahead. Career Services makes scheduling a Feature Event easy with an online request form at agriculture.okstate.edu/employers.

NOTE: A minimum of three (3) weeks advance notice is required to fulfill Feature Event requests.

ON-CAMPUS INTERVIEWS

Many employers choose to interview students during their trips to campus to attend career fairs, host feature events, participate in alumni activities, or at other times of convenience. OSU and the Ferguson College of Agriculture Career Services will gladly assist by reserving interview space in the OSU Student Union or in Agricultural Hall for easy interview access and scheduling. We can coordinate the interview sign-up process for you through the OSU Hire System. Call our office at 405-744-9464 to get started or complete an online request form (3 weeks notice required).

OTHER ON-CAMPUS CONNECTION IDEAS

- Facilitate a workshop or guest speaker event on a key industry issue.
- Sponsor a professional development opportunity, social activity or competition for students.
- Host a casual come-and-go spotlight event to feature your organization on campus.
- Participate alongside students and/or sponsor campus events, such as college week, homecoming, service projects and other activities.
- Host a meeting or networking opportunity for faculty members in a discipline of interest.

Career Services is willing to partner with you to devise the best strategy for you to build your brand and establish talent connections on our campus.

OFF-CAMPUS LOCAL RECRUITMENT ACTIVITIES

Career Services recognizes that some organizations wish to host recruitment activities off-campus when traveling to the Stillwater area. We agree to market and/or advertise off-campus recruitment events and/or activities planned in the Stillwater area for legitimate organizations who have complied with all OSU Employer Policies outlined in this Employer Guide and who agree to follow the parameters below:

- The request for marketing with the details of the event/activity is received by Career Services at least three (3) weeks in advance of the scheduled off-campus recruitment event/activity.
- The off-campus recruitment activity/event is scheduled between the hours of 7 a.m. - 9 p.m. CST
- The organization and its representatives will not provide alcoholic beverages to students and/or consume alcoholic beverages during or as a part of the event/activity.
- The organization, its representatives, and/or the off-campus event/activity location will not charge a fee to students as a condition of participation in the recruitment event/activity
- The organization will provide Career Services with the names of any student candidates in attendance at the recruitment event/activity after the event.

If you are interested in hosting an off-campus recruitment event, please contact our office at 405-744-9464 to learn more about our policy and how we can help.

ARE YOU IN OUR RECRUITMENT PARTNERS DATABASE? JOIN OR UPDATE YOUR INFORMATION AT [AGRICULTURE.OKSTATE.EDU/EMPLOYERS](https://agriculture.okstate.edu/employers).

INTERNSHIPS

WHY CONSIDER HOSTING AN INTERNSHIP?

Hosting an internship can be a great experience for both employers and students. A successful internship experience provides students with practical and meaningful experiences directly related to a future career. Internships serve to introduce students to potential professions and organizations, while providing opportunities to “test-drive” a career choice and apply classroom learning in a professional work setting.

Internships also provide host employers with energetic, high-achieving workers who bring unique ideas and enthusiasm to organizations. Many employers use internships as a valuable component of their recruiting strategy. Internships provide employers with the opportunity to identify and assess potential full-time hires early, tap into fresh new talent, and gain campus visibility. Additionally, there is reduced turnover and training among entry-level employees who were former interns.

DEFINITION OF AN INTERNSHIP

An internship can be defined in many ways, but most have the following common characteristics:

- Provides meaningful, career-related work that extends learning beyond the classroom.
- Ensures ongoing communication and engagement between the intern and the organization through careful monitoring by a site supervisor and career mentor.
- Involves intentional learning with specific goals and objectives supporting students' academic and career interests.
- Allows sufficient time for students to actively reflect on experiences.

The setting may be a non-profit organization, a government office or a private/public for-profit business. The time frame may be summer, spring, fall or some combination of the three. The placement may be for academic credit or not. These factors and other specific characteristics of each internship experience are determined by the employer and/or in collaboration with the student intern(s).

While most experiences have some level of busy work or laborious tasks, employers are encouraged to focus the majority of interns' experiences on activities and responsibilities allowing learning and exploration of the organization, the industry and the career path while adding value to both an interns' qualifications and to the employer. Students tend to share their experiences with others, and positive learning experiences are the best publicity an employer can produce, even if an intern discovers the career path is not best suited for him or her.

COMPENSATION CONSIDERATION

While not all interns are compensated for their work and experiences, in most fields related to agricultural sciences and natural resources, paid internships are the norm. The typical wage for compensating student interns is approximately 75 percent of a full-time, entry-level employee wage in the corresponding career field.

ACADEMIC CREDIT

All students in the Ferguson College of Agriculture can receive academic credit for their internship experiences through Oklahoma State University, and some majors require internship credit for completion of the degree. Ultimately, the decision to pursue academic credit is the responsibility of the student, and if academic credit is to be earned for the internship experience, the student must receive approval from his or her academic adviser, a departmental internship coordinator or the department head before placement at an internship site. The student also is responsible for communicating with his or her employer about supervisor obligations related to earning academic credit, which may include a formal internship contract with defined learning objectives, a time log of hands-on internship hours, formal performance evaluations, communication with a faculty internship supervisor, or other commitments.

DESIGNING YOUR PROGRAM

Once it is determined the employer has the resources and structure to support a successful internship

program, the planning begins. Advance planning is key to developing a high-quality internship program. The following six guidelines should help you get started in establishing an internship site:

1. Create a Job Description

Just like with any open position, you should include the specific duties and projects associated with the internship. It also is important to include the internship duration (fall, spring, or summer), hours (part- or full-time) and compensation in the description.

2. Select a Site Supervisor

To ensure appropriate supervision, coaching and mentoring takes place, interns should be paired with an on-site supervisor/career mentor. The supervisor and intern should meet on a regular basis, and the supervisor should be accessible for consultation throughout the experience.

3. Develop Specific Projects & Assignments

Whenever possible, identify and delegate projects that have a definite beginning and end in the internship time frame. This structure allows interns to feel like an important and integrated team member of the organization and also provides concrete and measurable outcomes at the conclusion of the experience. For example, a measurable learning objective might be, "The intern will produce a marketing plan for ABC product line." Conversely, an immeasurable learning objective might be, "The intern will acquire an understanding of our marketing concepts."

4. Outline Basic Intern Training

The training program should cover the basics, including an overview of the organization's mission, an office tour, staff introductions and other basic information and expectations, such as dress code, where to park, work hours, office policies and other details. This training may be a formal orientation process or one-on-one with the supervisor/career mentor.

5. Market Your Internship

Career Services will assist you in identifying the most effective recruitment methods to reach the intern candidates you are targeting. Recruitment opportunities include internship postings on the Hire System as well as on-campus activities such as career fairs, information sessions, class and club visits, on-campus interviews and other activities. The goal is to assist you in building your employer brand among students and reaching the right candidates for your internship. Remember, employers are competing against one another to attract the best candidates to their organization; therefore, we encourage organizations to be proactive and involved to reach the best students on our campus.

6. Interview and Select an Intern

For the most part, the process for the selection of an intern is similar to the recruitment of an entry-level professional employee, and the interview process may be conducted at your organization or on the OSU campus, depending upon the strategies you utilize to reach the right students.

7. Make the Offer in a Timely Manner

Because internships are extremely competitive in today's job market, steady communication and follow-up in the selection process is very important. A lapse in communication during the selection process may result in a top candidate accepting an internship elsewhere. Additionally, many employers recruit and extend internship offers at least one semester prior to the beginning of the experience; in fact, it is not unusual for employers to recruit, interview and extend internship offers during the fall semester for placement the following summer.

WHO DO I CONTACT TO GET STARTED?

Contact the Ferguson College of Agriculture Career Services at [405.744.9464](tel:405.744.9464) or fergusoninfo@okstate.edu with questions about developing an internship program or to coordinate recruitment of students for your organization's internship opportunities.

OSU EMPLOYER POLICIES

EMPLOYER AGREEMENT

All employers must be deemed by Oklahoma State University and OSU Career Services to be legitimate organizations with a verifiable: business name, physical address, email address, phone number, and name of a contact who can be reached at the address listed by telephone and email. OSU Career Services reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; failing to comply with established agreements between OSU Career Services and the employer (verbal or written); revoking a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of Oklahoma State University students, alumni, staff or faculty; failure to adhere to OSU Career Services policies and/or any other violation of Oklahoma State University rules and regulations.

APPROVED EMPLOYERS RECRUITING AT OKLAHOMA STATE UNIVERSITY MUST AGREE TO AND ABIDE BY THE FOLLOWING:

- Comply with the nondiscrimination requirements of Equal Employment Opportunity, Age Discrimination in Employment Act, Americans with Disabilities Act, and Title VII of the Civil Rights act of 1964.
- Comply with policies and guidelines of Oklahoma State University and OSU Career Services.
- Comply with employment guidelines designated by the U.S. Department of Labor as well as local, state, and federal laws, including but not limited to the Fair Labor Standards Act.
- Follow the Principles of Professional Conduct for Career Services and Employment Professionals as outlined by the National Association of Colleges and Employers (NACE). See naceweb.org.
- Cooperate with the University in any inquiry regarding the recruiting process including providing the names of any candidates interviewed and/or hired.
- Refrain from asking or allowing any Oklahoma State University employee to screen applicant materials for any purpose, including soliciting advice on which applicants should be interviewed, recruited, or hired.
- Make reasonable accommodations for individuals with disabilities so that they may participate in the recruitment process.
- Ensure that alcoholic beverages will not be a part of the recruiting process.
- Clearly identify the name of the employing organization, job title, job description and rate of compensation.
- Refrain from soliciting or selling products/services or offering any financial promotions during the course of the recruiting process.
- Avoid using or disclosing student information for any reason other than recruiting purposes for the posted position, including selling student information to other entities for a fee or other forms of compensation.
- Have an employer-employee relationship in which there are no fees associated with becoming an employee of the organization, other than professional licensure fees for career employees that may be necessary to be paid by employee.

ON-CAMPUS INTERVIEWS

All interviews conducted on campus should be scheduled through OSU Career Services; further, employers are highly encouraged to hold all first-round interviews on campus regardless of their organizations' location. On-campus interviews will often bring higher student response rates and a more efficient recruiting process for employers.

In order to assist employers through the recruiting process, OSU Career Services offers two types of on-campus interviews – preselect and room only. Career Centers across the nation are experiencing great demand for interviewing space, which presents challenges to accommodate all of the requests during certain times of the year. In order to better assist all employers in an equitable fashion, OSU Career Services offers the following timelines for on-campus interviewing:

Preselect On-Campus Interviews

- Offered in the fall semester for a seven-week period, beginning the second Monday following Career Fair Week.
- Offered in the spring semester for seven weeks, specific dates to be announced due to variable time frames.

Room-Only On-Campus Interviews

- Offered throughout the year, excluding the start of the Fall semester until Fall Career Fair Week.
- Offered Limit of 2 rooms per day during Fall Career Fair Week and the day after all other career fairs (limited to only those employers attending appropriate career fair).

OFFER GUIDELINES

OSU Career Services seeks to create a fair and safe recruiting environment for all OSU students, while maintaining a level playing field for the employers that recruit them. Students should have the ability to explore all of their employment options through the college recruiting process, which may take 2-3 months in some instances. This is a primary distinction between “just-in-time hiring” and “college recruiting.” When all employers follow equitable recruiting time frames and offer clear, open communication throughout the recruitment process, instances of student renegees will be minimized and quality of hiring is maximized. In addition to the NACE advisory opinion on setting reasonable deadlines for job offers found here, OSU Career Services urges all employers recruiting OSU students on or off campus to honor the following offer guidelines:

- Refrain from exploding offers and high pressure, short response timelines. These tactics create undue pressure on students, as they are instructed by OSU Career Services to remove themselves from contention for other jobs once they have accepted an offer. When students feel pressed to accept an offer before they are ready or lack all of the information necessary for an educated decision, there is an increased likelihood they will keep searching and may renege on the initial offer.
- Keep end of summer and fall semester offers for full-time positions and internships open until the last Friday of October. This does not prohibit employers from extending early offers, nor prevent students from accepting at any time should they feel ready to make a decision. We simply ask that employers do not require a response to any internship or full-time offer prior to the last Friday of October. Employers unable to provide this time frame should help students understand their extenuating business circumstances.
- For all other internship and full-time offers to students, allow a minimum of two weeks to respond. Although we advise students to communicate openly with employers when they need an extension to an offer response date, many feel that doing so will jeopardize the current offer. We encourage employers to clearly outline the extent of rigidity of any and all response deadlines during the initial offer. Students are more likely to be transparent about their job search status when they understand the employer’s perspectives and challenges.

JOB POSTINGS

All job listings are posted at the discretion of OSU Career Services. OSU Career Services abides by the principles set forth by NACE and expects employers who use its services to adhere to EEO guidelines. Job postings appearing to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, gender identity, disability, or gender will not be approved. OSU Career Services also reserves the right to refuse to post jobs that do not support the interests of Oklahoma State University. The following job types will not be allowed:

- No compromising positions such as adult entertainment, escort services, presentation modeling, or similar activities
- No positions that pay for work in cash
- No jobs/internships requiring out of pocket expense from the student (other than transportation)
- No jobs/internships that discriminate against designated groups
- No positions soliciting the donation of plasma, reproductive gamete, or other organ donation.

SOCIAL MEDIA POLICY

OSU Career Services encourages students to refrain from releasing passwords to their social media accounts to prospective employers. This practice is a violation of the student's privacy and is discouraged by OSU Career Services as well as NACE. OSU Career Services strongly advises employers to refrain from requesting social media passwords and other questionable information. If students or employers have questions regarding this practice, please contact OSU Career Services at 405-744-5253 or careers@okstate.edu.

INTERNSHIPS AND UNPAID INTERNSHIPS

In accordance with NACE and the U.S. Department of Labor, OSU Career Services defines an internship as follows:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

AS SUCH, ALL INTERNSHIPS POSTED WITH OSU CAREER SERVICES SHOULD MEET THE FOLLOWING CRITERIA:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback provided by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer in support of the learning objectives/goals.

It is the responsibility of each employer to determine whether an internship should be paid or unpaid, based on labor laws. Each employer should be familiar with labor laws in order to determine eligibility based on the organization's specific internship opportunity. For more information about unpaid internships and labor law, please review the U.S. Department of Labor's Employment and Training Guidance Letter.

WORK AUTHORIZATION

The Immigration and Nationality Act prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. See 8 U.S.C. § 1324b(a)(1)(B).

Employers may not treat individuals differently because they are, or are not, U.S. citizens or work authorized individuals. U.S. citizens, asylees, refugees, recent permanent residents, and temporary residents are protected from citizenship status discrimination. Employers may not reject valid employment eligibility documents or require more or different documents on the basis of a person's national origin or citizenship status.

OSU CAREER SERVICES PROHIBITS:

- Any posting requiring U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.
- Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin.

ALL EMPLOYERS RECRUITING AT OKLAHOMA STATE UNIVERSITY WILL:

- Treat equally all U.S. citizens, lawful permanent residents, temporary residents, asylees, and refugees in recruitment or hiring.
- Embrace equal employment practices, including: refraining from discriminating on the basis of national origin and/or immigration and citizenship status.
- Avoid making the assumption only U.S. citizens are authorized to work in the United States.
- Avoid language in job postings that deters applicants of a specified citizenship category from applying, unless U.S. citizenship is required by law, regulation, executive order, or government contract.
- Allow all employees (including non-U.S. citizens) to provide any permissible documents to establish their identity or work authorization during the employment verification process.
- Recognize refugees and those newly granted asylum who have not yet received a Social Security Number may not be fully able to complete on-line applications, even though they are authorized to work in the U.S. indefinitely, and avoid creating unnecessary hurdles for such individuals.

EMPLOYERS RECRUITING AT OKLAHOMA STATE UNIVERSITY WILL HAVE THE OPPORTUNITY TO SELECT ONE OF THE FOLLOWING OPTIONS RELATED TO IDENTIFYING JOBS POSTED ON THE HIRE SYSTEM:

1. Legally authorized to work in the United States for any employer and WILL NOT require employment visa sponsorship now or in the future.
2. Legally authorized to work in the United States for any employer and WILL require employment visa sponsorship now or in the future.

In compliance with the provisions of the Immigration Reform and Control Act (IRCA), interview appointments will be made available to interested students who are authorized to work full-time in the United States, regardless of their citizenship status, unless U.S. citizenship is legally required. If citizenship is legally required for your company, please indicate this as such on your job posting.

FOR FURTHER REFERENCE, EMPLOYERS MAY REFER TO THE FOLLOWING:

- Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at justice.gov/crt/about/oscw
- Department of Justice Best Practice for Online Job Postings at justice.gov/crt/about/osc/htm/best_practices.php
- US Department of Labor at dol.gov

THIRD-PARTY RECRUITERS

OSU recognizes a variety of third-party employment agencies exist in today's competitive business world. Third-party recruiters are defined according to NACE as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

In an effort to help provide every possible employment opportunity to our registrants, we choose to work with selected third-party employment services that meet university approval and agree to the following criteria:

1. No fees are charged or assessed to the candidates with whom this employment agency provides service. If fees are assessed by this agency, then all are to be paid by the employer.
2. Third-party recruiters will abide by the Principles for Third-Party Recruiters as described in the NACE Principles for Professional Practice.
3. The employment agency must be representing an actual organization and recruiting for a legitimate job within that organization. The employment agency understands and expressly agrees it shall provide any candidate materials only to the bona fide employer it is currently representing. Should OSU discover the employment agency re-discloses information to another employer, the university will cease working with the employment agency and require the return of all candidate information previously distributed.
4. The employment agency will disclose the name, address, telephone number, and primary contact person the agency is representing to OSU Career Services.
5. The employment agency gives OSU Career Services permission to contact the employer to verify his/her contract, job, and any related information.
6. The employment agency gives their permission to disclose any and all information with prospective candidates who may inquire. OSU Career Services will endeavor to guard the identity of confidential clients who have contracted with the employment agency, but reserves the right to disclose information to our candidates if deemed necessary.
7. The employment agency agrees to follow all current local, federal, and state laws, including Affirmative Action and Equal Opportunity/Americans with Disabilities legislation.
8. The third party recruiter agrees to ensure that re-disclosure of student information for other purposes, including other recruiting contracts, occurs only with the written consent of the student/alumni. Thus, any student information disclosed by OSU Career Services is for one use only and not to be retained or re-disclosed for future contracts by the employment agency.
9. Services available to third party employers: Job postings only. Job postings are free to employment agencies year-round. Job postings must be posted under the third party employer account and not from the third party client without prior approval of the employer being serviced.
10. OSU Career Services will not post positions from job posting organizations or résumé referral services that collect data on job seekers and display job opportunities to which job seekers may apply.
11. Third party recruiters will abide by OSU Career Services general employer policies in addition to third party policies.