

On-Campus Interview Policies & Employment Offers

Employer On-Campus Interview Policies

Only direct hiring organizations, seeking candidates for internships and full-time employment (requiring a degree) or part-time employment may conduct scheduled on-campus interviews.

- Employers wishing to set up an on-campus interview schedule should fill out the [online form](#). For additional information you may contact our Career Development Assistant, Adra Enos at 325-486-6436.
- Career Development 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 of Professional Practice](#).
- Employers may choose an Open and/or Pre-select interview schedule.
- Career Development, through "Jobs4Rams", will allow only candidates with matching qualifications to apply for and schedule an on-campus interview with the hiring organization.
- On-campus interviews are conducted, 8:30-5:00, Monday – Friday during the fall and spring semesters.
- Employers are expected to notify Career Development of any cancellations or changes to 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.
- Career Development reserves the right to refuse any direct hiring organization from participation in on-campus interviews.

Offers of Employment

- Employers are encouraged to communicate decisions to candidates within a reasonable time frame and communicate that time frame to candidates. Employers are expected to refrain from any undue pressure to accept.
- We ask that employers deliver decisions to candidates within a reasonable time frame and communicate that time frame to candidates.
- Students are urged to immediately release offers they do not plan to accept. Reneging on offers is considered a serious breach of our recruiting policies. Any recruiter who violates any of these policies will have their recruiting and job posting privileges reviewed for potential revocation by the Career Development Office.