

**Austin Peay State
University**

Career Success Governance Policy

POLICIES

Issued: MM/DD/YYYY

Responsible Official: Vice President for Student Affairs

Responsible Office: Career Success Center

Policy Statement

It is the policy of Austin Peay State University (“APSU”) to ensure that all non-academic credit bearing career readiness and success, employer engagement, recruitment, internship, and experiential learning activities conducted on behalf of the University are coordinated through the Career Success Center within the Division of Student Affairs. APSU is committed to providing equitable student access to career opportunities while maintaining professionalism, compliance with federal and state regulations, and institutional oversight of employer engagement activities.

The University reserves the right to regulate and approve all employer recruitment and career engagement activities occurring on campus, utilizing university resources, or using the APSU name, logo, brand, student population, or affiliated platforms.

This policy establishes standards for student participation, employer conduct, centralized oversight, third-party engagement, and institutional governance related to career success operations.

Purpose

The purpose of this policy is to establish centralized institutional oversight, operational standards, and compliance expectations for all career readiness and success, employer engagement, recruitment, internship, and experiential learning activities conducted at Austin Peay State University. This policy ensures equitable student access to career opportunities, promotes ethical and professional recruiting practices, protects the integrity and reputation of the University, and provides consistent governance of employer engagement activities through the Career Success Center within the Division of Student Affairs. Additionally, this policy establishes expectations for student and employer conduct, event coordination, use of university resources, and compliance with applicable federal, state, and university regulations.

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Definitions

Career-Related Activity	Any event, program, initiative, recruitment activity, interview process, networking event, internship engagement, employment fair, or employer interaction intended to connect students or alumni with employment, internships, graduate education, military opportunities, or career readiness and success programming.
Career Readiness & Success Programming	Any workshop, presentation, event, or structured professional development opportunity designed to help students develop career readiness competencies, explore career options, prepare for employment, and successfully navigate internship and job-search processes. Topics may include resume and cover letter development, interviewing, networking, internship and job search strategies, career fair preparation, LinkedIn and personal branding, workplace professionalism, salary negotiation, and other career-related skills that support successful career planning and workforce readiness.

Career Success Center	The official university department within the Division of Student Affairs responsible for centralized coordination, governance, approval, and oversight of career success and employer engagement operations.
Employer	Any organization, business, government agency, nonprofit entity, educational institution, staffing agency, recruiter, or third-party representative seeking to engage APSU students or alumni for employment, internships, experiential learning, or recruitment purposes.
Employer Engagement	Any group-based activity designed to connect students and recent alumni with employers for the purpose of career exploration, career readiness, experiential learning, internships, part-time and full-time employment, networking, mentoring, and talent recruitment. Examples include career fairs, employer information sessions, networking events, mock/practice interviews, employer site visits, internships, on-campus interviews, career readiness and preparation workshops, and recruiting events coordinated to support student career outcomes.
Third-Party Recruiter	Any external agency, staffing organization, search firm, contractor, or intermediary recruiting on behalf of another employer or client organization.

Content

I. Career Success Governance

The Career Success Center serves as the official institutional authority for coordinating and overseeing employer engagement and career recruitment activity at APSU.

All career-related activities utilizing university resources, facilities, branding, communication systems, student populations, or institutional affiliation must be reviewed, approved, co-hosted, or administered through the Career Success Center.

No university department, student organization, academic college, external organization, or affiliated entity may independently host or facilitate an employer recruitment event, job fair, internship fair, interview process, or career networking event without prior approval from the Career Success Center.

The Career Success Center reserves the right to:

- Review and approve all career-related events;

- Deny or modify requests that conflict with institutional priorities, compliance standards, or scheduling considerations;
- Require co-sponsorship or administrative oversight;
- Establish operational procedures and participation requirements;
- Remove employers or participants who violate university policy.

II. Student Participation and Professional Conduct

A. Registration and Event Participation

Students may be required to:

- Register in advance for career-related events through approved university platforms;
- Sign in or electronically check in upon arrival;
- Utilize official university career engagement systems, including Handshake;
- Meet eligibility requirements established for specific programs or events.

Certain events may be restricted to:

- Currently enrolled APSU students;
- APSU alumni;
- Specific academic programs, classifications, or majors.

The University reserves the right to verify participant eligibility.

B. Professional Expectations

Students participating in career-related activities are expected to:

- Conduct themselves professionally and respectfully;
- Adhere to event-specific dress expectations, including business professional or business casual attire when required;
- Engage appropriately with employers, staff, and other participants;
- Refrain from disruptive, inappropriate, or unprofessional conduct.

Prohibited behavior may include:

- Disruptive conduct;
- Harassment or discriminatory behavior;
- Unauthorized solicitation or campaigning;
- Bringing unauthorized signage, banners, amplification devices, or promotional materials;
- Misrepresentation of qualifications or identity.

Students are expected to comply with all applicable APSU policies, including the Student Code of Conduct.

C. Interview and Appointment No-Show Policy

Students who register for interviews, employer meetings, career coaching appointments, or recruiting events and fail to attend without appropriate notice may be subject to sanctions, including:

- Temporary suspension from Handshake or career management platforms;
- Restrictions on future event participation;
- Required completion of professionalism coaching;
- Other administrative actions determined by the Career Success Center.

Repeated no-shows or patterns of unprofessional conduct may result in additional restrictions.

III. Employer and Recruiter Expectations

A. Equal Opportunity and Non-Discrimination

Employers recruiting through APSU must comply with all applicable federal, state, and local equal employment opportunity laws and regulations, including but not limited to:

- Title VI;
- Title VII;
- Title IX;
- Americans with Disabilities Act (ADA);
- Equal Employment Opportunity Commission (EEOC) standards.

Employers may not discriminate on the basis of protected status in recruiting, hiring, compensation, or employment practices. APSU maintains institutional commitments related to nondiscrimination and equal opportunity.

The University reserves the right to deny or discontinue employer participation for violations of these standards.

B. Ethical Recruiting Practices

Employers participating in APSU career activities must:

- Conduct recruiting in an ethical and professional manner;
- Provide accurate and transparent position descriptions;
- Clearly disclose compensation structures and employment terms;
- Avoid deceptive recruiting practices;

- Comply with all applicable labor and employment laws.

Employers may not:

- Utilize coercive or high-pressure recruiting tactics;
- Require immediate acceptance of employment offers (“exploding offers”);
- Misrepresent opportunities, compensation, or organizational affiliation;
- Solicit personal financial investments from students as a condition of employment consideration.

C. Multi-Level Marketing (MLM) Employment Restriction

Multi-level marketing employment is prohibited. Employers and individuals proposing employment or entrepreneurial opportunities must ensure that such opportunities do not rely on a multi-level marketing structure that requires or encourages participants to recruit others for the primary purpose of generating income through the sale of products or services. Additionally, all employment practices must align with applicable federal, state, and local regulations.

D. Commission-Only Employment Restriction

Commission-only positions are prohibited. Employers and individuals proposing employment opportunities must ensure that compensation structures include a base salary equal to or exceeding the federal minimum wage. Additionally, all employment practices must align with applicable federal, state, and local regulations.

E. Upfront Costs Restriction

Employers and individuals offering employment or entrepreneurial opportunities that require prospective employees to purchase products or services upfront are prohibited from engaging in any job posting or campus recruitment activity.

F. Internship Compensation

Employers and organizations offering internship opportunities are expected to comply with all applicable federal, state, and local employment laws, including the requirements of the Fair Labor Standards Act (FLSA).

Internships with for-profit employers are expected to provide compensation at or above the applicable federal, state, or local minimum wage unless the internship qualifies as an unpaid internship under the Fair Labor Standards Act and

applicable U.S. Department of Labor guidance. Employers offering unpaid internships are responsible for ensuring that such opportunities satisfy the standards established by the U.S. Department of Labor, including the [Primary Beneficiary Test](#), and comply with all applicable legal requirements.

The Career Success Center reserves the right to decline or discontinue promotion of internship opportunities that do not comply with applicable laws, university recruiting policies, or established Career Success Center recruiting standards.

G. On-Campus Recruiting Conduct

Employers are prohibited from:

- Unauthorized solicitation or canvassing on university property;
- Operating outside approved event spaces or scheduled engagement activities;
- Conducting unsanctioned interviews or recruitment events;
- Posting unauthorized advertisements or promotional materials;
- Utilizing university facilities for independent commercial recruiting activity without approval.

All employer engagement activities must occur within approved university processes and spaces coordinated through the Career Success Center.

IV. On-Campus Student

All university departments recruiting and hiring student employees shall utilize Handshake as the university's official student employment platform. All on-campus student employment opportunities, including general student employment and Federal Work-Study positions, must be posted through Handshake. Student positions must be advertised to ensure equal employment opportunities, unless otherwise authorized by Human Resources or the Career Success Center.

Faculty and staff responsible for recruiting or hiring student employees must complete the Student Employment & Handshake training facilitated by the Career Success Center prior to posting positions or participating in the student employment hiring process.

Departments recruiting student employees shall:

- Post student employment positions in Handshake for a minimum of five (5) business days.

- Review and appropriately update the status of all applications within Handshake.
- Ensure the student and hiring supervisor receive the official Hire Authorization notification before the student begins work or training.
- Ensure student employees complete required onboarding and training, including FERPA training and Preparing Professional PEAYple, within the first month of employment.

Departments hiring student employees shall comply with all applicable policies, procedures, and requirements established by Human Resources, the Office of Student Financial Aid, and the Career Success Center.

V. Third-Party Recruiters & External Organizations

The Career Success Center does not generally permit third-party recruiters, staffing agencies, external job boards, or other organizations recruiting on behalf of multiple employers or clients to participate in recruiting activities, career fairs, or other employer engagement programs coordinated by the university.

Exceptions may be approved on a case-by-case basis by the Career Success Center when participation is determined to be in the best interest of students and the university. Third-party recruiters seeking an exception will be required to:

- Identify themselves as third-party recruiters;
- Disclose the organizations or clients they represent;
- Comply with all university policies and recruitment procedures;
- Receive approval from the Career Success Center before engaging students.

The University reserves the right to require additional documentation, agreements, or verification from third-party organizations.

Independent staffing agencies, private corporations, external job boards, or unaffiliated organizations may not independently host career fairs, recruiting expos, or hiring events on APSU property under their own brand without executive approval from the Division of Student Affairs and authorization from the Career Success Center.

Participation by an approved third-party recruiter or external recruiting organization does not constitute an endorsement or

recommendation by Austin Peay State University or the Career Success Center.

VI. Even Sponsorship & Co-Hosting

All career-related events involving employers or external organizations must be:

- Approved by the Career Success Center;
- Coordinated in collaboration with the Career Success Center;
- Scheduled in accordance with institutional event management procedures.

University departments, faculty, student organizations, and external partners may not independently advertise, sponsor, or host employer engagement activities using the APSU name or resources without prior approval.

The Career Success Center may require:

- Co-hosting arrangements;
- Operational oversight;
- Shared marketing review;
- Event compliance measures;
- Employer vetting procedures.

VII. Event & Program Requirements

The University may establish:

- Employer registration;
- Sponsorship structures;
- Vendor participation;
- Event participation costs.

Waivers or reductions may be considered for:

- Government agencies;
- Nonprofit organizations;
- Military organizations;
- Strategic institutional partners.

All payments and sponsorship arrangements must comply with university fiscal procedures and Division of Student Affairs financial protocols.

VIII. Scope of Policy

A. Employer Engagement

This policy governs employer engagement activities that are career-related in nature and designed to support student and recent alumni career exploration, career readiness, experiential learning, employment preparation, talent recruitment, and career outcomes. It applies to activities coordinated through or conducted in collaboration with the Career Success Center, including career fairs, employer

information sessions, networking events, recruiting programs, career readiness programming, and other career-related employer engagement initiatives.

This policy is not intended to give the Career Success Center oversight of all university relationships with employers, industry partners, alumni, donors, or external organizations. Relationships and activities primarily related to philanthropy, alumni engagement, corporate giving, institutional sponsorships, donor stewardship, or broader strategic partnerships remain within the responsibilities of the appropriate university offices.

B. Sponsorships, Financial Support & Alumni Engagement

The Career Success Center may engage employers regarding support for career-related events and programs, such as career fairs and the Summer Internship Program. Any solicitation of philanthropic gifts, sponsorships, financial contributions, or broader corporate partnership agreements outside of these established activities shall be coordinated with the Division of Alumni, Engagement and Philanthropy. Should the Career Success Center establish a formal corporate partnership or sponsorship program, related processes shall be developed collaboratively to support coordinated outreach, institutional alignment, and appropriate stewardship.

When employer engagement activities intersect with philanthropy, sponsorships, alumni engagement, academic collaborations, or broader institutional partnerships, the Career Success Center and the Division of Alumni, Engagement and Philanthropy will collaborate, as appropriate, with relevant university offices to ensure coordinated communication, consistent partner engagement, and effective stewardship of external relationships.

This policy shall not be interpreted as granting exclusive authority over employer, corporate, or organizational relationships to any single university unit when those relationships support multiple institutional purposes. Rather, the policy establishes the Career Success Center's leadership role in coordinating career-related employer engagement while recognizing the shared responsibilities of other university offices within their respective areas of expertise.

C. Academic Credit & Oversight

Employer engagement activities that are strictly connected to academic coursework, academic credit, clinical education, research, or other faculty-led curricular experiences are outside the oversight of this policy. Academic departments and Academic Affairs retain responsibility for the academic requirements, approval, supervision, assessment, and administration of credit-bearing experiences, including internships, practicums, clinical placements, student teaching, cooperative education experiences, and other placements required as part of an academic program.

The Career Success Center may support academic departments by assisting with employer connections, student preparation, opportunity promotion, and institutional tracking or reporting when appropriate. Such support does not transfer academic oversight or responsibility for credit-bearing experiences to the Career Success Center.

IX. Violations & Enforcement

Failure to comply with this policy may result in:

- Removal from events;
- Loss of recruiting privileges;
- Suspension from career engagement platforms;
- Denial of future participation;
- Referral to the Office of Student Conduct or other university processes;
- Trespass actions or solicitation enforcement measures were appropriate.

The Vice President for Student Affairs or designee maintains final authority regarding interpretation and enforcement of this policy.

X. Related Policies

This policy should be interpreted in conjunction with:

- APSU Student Code of Conduct;
- APSU Facility Use Policies;
- APSU Equal Opportunity, Harassment, and Nondiscrimination Policy;
- APSU Information Technology and Brand Standards Policies;
- Applicable federal and state laws and regulations.

XI. Review

This policy shall be reviewed periodically by the Division of Student Affairs and the Career Success Center to ensure continued alignment with institutional priorities, legal requirements, and national best practices in higher education career services governance.

Revision Dates

APSU Policy 3:XXX – Issued: MM/DD/YYYY

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: (sign upon approval)
