

Clark Atlanta University - Office of Career and Professional Development
Rules of Engagement

Effective April 1, 2022

The Office of Career and Professional Development at CAU (CAUxCPD) is committed to providing a fair and unbiased place for both students and employers that will result in satisfied clients in the job search process. To maintain this fair environment, it is imperative that all processes be as transparent as possible on all sides. To ensure this, the following policies are now in place:

All on campus activities, interviews, information sessions, tabling, etc. must be coordinated based on timeline below to give CAUxCPD, students, faculty and other key personnel the appropriate time needed to ensure success of the event. We understand last minute schedule changes but the earlier we can plan, the better the turn out!

Event Type	Need to fill position	Post on Handshake	Timeline to plan (day event)	Timeline to plan (evening event)
Job Opening	Immediate		Will promote immediately	Will promote immediately
Job Opening	Future / Pipeline		Will promote immediately	Will promote immediately
Engagement Session*	Immediate		2 wks / 14 bus. days	2 wks / 14 bus. days
Engagement Session*	Future / Pipeline		2 wks / 14 bus. days	2 wks / 14 bus. days
Tabling*	Either		1 wk / 5 bus. days	N/A
Large All Campus*~	Either		1 month / 25 bus days	1 month / 25 bus days
Training /Workshop*	Either		1 month / 25 bus days	2 wks / 14 bus. days
On-Campus Intrvw *	Either		2 wks / 14 bus. days	1 wk / 5 bus. days

* Pending review and approval from campus personnel. Will be approved in Handshake once space is confirmed.

~ Large events are constituted as events that aim to draw 50+ students outside of the classroom and have larger production needs (DJ, food truck, auditorium space, etc.) Large events may require payment to secure space, provide food and support activities. **This may be limited due to Covid-19 protocols.**

Covid-19 protocols (as of April 2022) – All campus visitors must agree to on site rapid antigen test on the day of the scheduled visit. A negative test result must be produced prior to any set up or engagement with students, staff or faculty.

How to schedule an on campus or virtual event:

In person: Send an email with detailed information (type of event, date requested, time requested, participation expectations, student populations targeted, desired location – classroom, multi-purpose space, outdoor, academic building, etc., what and who you plan to bring, desired outcomes, etc. to CareerDevelopment@cau.edu for review. If approved, you will then need to post event with all marketing materials to Handshake.

Virtual: Post event in Handshake and send all details and marketing materials to CareerDevelopment@cau.edu. Please acknowledge that the event has been posted in Handshake in the email so it can be approved.

All **on-campus interviews** will be scheduled with the Administrative Assistant (404-880-6749) in the CAUxCPD office and then advertised via the CAU Handshake Career Platform. All students will use CAU's Handshake CSM (Career Services Management) system – to sign up for interviews once posted. Students can either sign up for interviews on a first come/first serve basis or be placed in interview slots by the CPD Team or employer.

Engagement Sessions go deeper than just information. Relevant topics, professional development chats, working sessions, and reality based chats are more impactful and create more genuine connections with students.

Other on campus event options include:

Tabling | Career Fairs | Lunch and Learns | Campus Activations (Corporate Partners) | Professional Development Sessions | Competency / Skill Building Workshops | Branding (pop ups, retractable stands, takeovers, etc.)

Career and Professional Development loves to plan relevant, on brand, events that are engaging for students. Feel free to reach out to brainstorm what events work / do not work as well as new ideas we are willing to try.

Clark Atlanta University has made it very simple for you to register for career fairs, review resumes, and post / get updates regarding recruiting events and opportunities via a one stop shop application called **Handshake** - a modern platform for college recruiting.

REGISTER WITH CAU Career and Professional Development via HANDSHAKE

Log on to: <https://cau.joinhandshake.com/register>

Follow the screen prompt to establish an “Employer” account *

Handshake offers your team many great new features including:

- Easy multi-school management
- Career fair updates / management
- Powerful applicant filtering
- Optimized mobile experience
- On campus recruiting schedules
- Resume Book Building

* Once registered, please send an email to CareerDevelopment@cau.edu to engage approval process quickly

Who will create marketing materials?

The organization will be responsible for providing marketing materials ideally 2 weeks prior to the event. In the event that CAUxCPD agrees to create promotional materials logos and all details will be due 1 week prior to creating.

Please see the additional sections below as they provide guidance relevant to engaging our students:

How long can I wait to make an offer or send a decline letter to a student after an interview?

In order to ensure that our students make the best decisions possible for both themselves and the employer, it is necessary that they be given the right to consider all options available to them. Students making hasty, ill-advised decisions often lead to renegeing on job offers, which is also heavily discouraged. All employers working with CAUxCPD are asked to make offers within 30 days of interview. We realize the current pressures, which exist in the economy as a whole and on recruiting specifically. Our commitment remains to provide you the best-prepared applicant who can make decisions free of undue pressure and duress.

How long can I give a student to accept an offer after an interview? Can I make exploding offers?

We understand that the organization has deadlines to fill positions and we respect that timeline however, during our recruitment season, students are met with multiple offers and need time to weigh all of their options and negotiate salaries. With that, we encourage companies to allow at least 2 weeks response time for full time offers and internship decisions.

Any offers made for a start date more than 3 months out may result in students renegeing on offers. In no way do we encourage students to resend an accepted offer however, students are often put in the position to accept offers out of fear of not getting another one and then forced to make a decision later on down the line. To avoid that scenario, making offers closer to the start date, will produce better outcomes and a higher retention rate for the hiring company.

Exploding offers are not acceptable. Exploding offers are defined as those placing undue pressure on the student to accept, such as financial incentives (“We will give you a \$5000 bonus if you sign by a certain date”), other incentives (“Only so many slots are available so you have to sign early”), and other pressures (“If we offer you the job today, would you accept?”).

What should we do if we have decided to go with another candidate?

Because students are in the very early stages of their careers, CAUxCPD encourages companies to let us know when they have declined our students as we can utilize this opportunity to coach and provide development strategies for the applicants. Please send an email to CareerDevelopment@cau.edu or update student in application system on Handshake.

Can I serve alcohol or invite students to alcohol consented events?

The National Association of Colleges and Employers (NACE) maintains that serving alcohol should not be part of the recruitment process and CAUxCPD agrees with that position. Employers should not expect that candidates will consume alcohol during the process, whether on-campus or off-campus. No on campus events will permit the consumption of alcohol.

Can I hire unpaid interns / Can I hire an intern instead of an employee?

CAUxCPD will not promote unpaid internships or internships that replace a full time employee for less pay. By definition, internships meet learning objectives and students cannot be considered in a learning capacity if there is no one they are learning from at your organization. For example, you cannot hire an intern to design and manage a website for you. If you are seeking an intern, you are looking to bring talent into your organization and that talent deserves compensation.

Employers who violate our recruiting policies without fair consideration may be denied access to our On-Campus Recruiting Process.

If I have an event at CAU will other AUC Schools be invited to attend?

CAUxCPD will promote any approved career focused campus event and share with schools within the AUC however, our primary focus is to engage CAU students for on campus CPD related events. Each school within the AUC has a Career Center dedicated to those students and that campus.

AUC Career Fair: Hosted by the Atlanta University Center Consortium – Contact Dr. Chris Ellis cellis@cau.edu

Alumni Engagement

Career and Professional Development maintains contact with alumni for a maximum of 2 years' post-graduation and then they transition to the alumni relations team. CPD and alumni relations work closely together to ensure that all alumni are connected to opportunities.

Resume Books

CPD does not house resume books outside of Handshake. Students and alumni are constantly gaining skills and experiences that become outdated semester by semester so as a best practice, CPD will send out opportunities and include a deadline for sending in resumes.

Classroom Visits

CPD cannot give employers / community partners permission to visit any classes that we do not teach. It is to the sole discretion of the faculty member to approve or deny however, we will make the request in order to facilitate appropriate connections. Classroom visits are effective when companies are providing subject matter experts to speak to a topic that already exists on the faculty's syllabus. For example, Financial Institutions can provide experts in Financial Planning for a related course and later speak to how those skills align with positions that are available at the company. We challenge you to think outside of the classroom when thinking through engagement opportunities. CPD can help you determine what ideas / thoughts could work for our students at our campus.

Corporate Partners Program

When you think about establishing a partnership between your business and CAU/CPD, the primary objective might be focused solely on talent sourcing. However, partnering can go well beyond talent acquisition and truly provide opportunities to propel students forward in their careers. The role of CPD is to engage, prepare and connect students to opportunities that will have a high impact on their professional lives. A true and mutually beneficial partnership with your organization is just the start. If you are interested in exploring more, please reach out to CareerDevelopment@cau.edu requesting information on the Corporate Partners Program and someone will reach out to you. We are so excited to partner with you!

Thank you for your continued support and partnership! We look forward to an amazing year. If you have any questions or needs, please reach out to us at any time.

Yours Truly,
Your CPD Team!

Tiara Arnold, Director thector@cau.edu 404-880-6780
Carmen Jones, Assistant Director cjones1@cau.edu 404-880-6725
Chanithia Holt, Admin Assistant cholt@cau.edu 404-880-6749