

**Victoria College Career Services  
Employer Guidelines**

**2024-2025**



**Our Community, Our College:  
Improving Lives, Strengthening Communities**



A message from Career Services:

Thank you for your interest in recruiting our students. Your involvement in our campus community is essential to student academic and professional success. Career Services aims to serve community employers in a variety of ways. It is our hope to create clear pathways of connection including recruitment events, internship creation assistance, virtual job posting, career events, on-campus interviewing, and more. We love feedback from local partners and welcome you to reach out with suggestions for improvement as well as unique needs your company may have.

Thank you,  
Victoria College Career Services

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## Nondiscrimination

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, limited English proficiency, or any other legally protected characteristic. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Executive Director of Human Resources; 2200 E. Red River Street; Victoria, TX 77901; (361) 572-6463; [Terri.Kurtz@VictoriaCollege.edu](mailto:Terri.Kurtz@VictoriaCollege.edu).

Employers must comply with Victoria College's nondiscrimination policy, along with the nondiscrimination policies from the U.S. Department of Labor:

- [Age Discrimination](#)
- [Disability Discrimination](#)
- [Ethnic/National Origin Discrimination](#)
- [Financial Assistance Discrimination](#)
- [Immigration Discrimination](#)
- [Veteran Discrimination](#)

## NACE Principles of Ethics

Victoria College complies with the [National Association of Colleges and Employers](#) (NACE) principles for ethical practice. Employers are asked to comply with these same principles.

## Recruitment Best Practices

Victoria College reserves the right to utilize discretion when admitting employers to recruit on campus.

- Recruitment opportunities must be deemed appropriate by Victoria College staff.
- Recruitment for illegal services, pyramid schemes, and soliciting are prohibited.
- Employers must have at least one active job posting that is relevant to student interests and programs at Victoria College.
- On-campus recruitment must be coordinated with a member of the Victoria College faculty or staff to help optimize employer recruitment efforts.

## Alcohol Policy

Employers are prohibited from including alcohol in their recruitment process during both, on and off campus activities. Victoria College adheres to the NACE guidelines of ethical practice which specifies that alcohol should not be included in the recruitment process regardless of student age.

## Recruitment Seasons

Employers are welcome to recruit on the VC campus during recruitment seasons. These seasons are designed to target the dates and times students are most active on campus to help employers get the most out of their recruitment efforts.

[2024/2025 Academic Calendar](#)

## College Credit Program Recruitment

*Fall 2024:* Aug. 26, 2024 - Dec. 6, 2024

*Spring 2025:* Jan. 21, 2025 - May 2, 2025

*Summer: Recruitment will be limited to Fall and Spring semesters due to limited campus activity. Exceptions can be made on a case-by-case basis.*

## Continuing Education Certificate Recruitment

*Please, see the respective program's schedule for detailed information about recruiting students from our certificate programs. These program's time, date, and locations vary and can be found on our Workforce and Continuing Education Schedules.*

[Allied Health Continuing Education Schedule](#) Summer/Fall 2024

[Workforce & Continuing Education Schedule](#) Summer/Fall 2024

The following dates are not available for recruitment on campus due to course schedules and campus closures.

Labor Day:	Sep. 2, 2024
Fall Break:	Nov. 24-30, 2024
Winter Break:	Dec. 22, 2024 - Jan. 3, 2025
Martin Luther King Jr. Day:	Jan. 20, 2025
Spring Break:	Mar. 16 - 22, 2025
Good Friday:	Apr. 18, 2025

Memorial Day:  
Juneteenth:  
Independence Day:

May 26, 2025  
Jun. 19, 2025  
Jul. 4, 2025

## Methods of Recruitment

- On-campus interview room usage and scheduling
- On-campus information sessions about your company and opportunities
- Participation in career fairs and events
- Participation in workshops to further student career development
- Assistance with internship building and promotion
- Online job posting – LinkedIn and WorkInTexas
- Post job flyers on career corner board and community boards
- On-campus tables in high traffic areas

Ready to Recruit? Submit your [Recruitment Request Form](#) today.



## Job Posting on Campus

### Victoria College Career Services – LinkedIn

Join us on our LinkedIn page!

By connecting with us on LinkedIn, you gain access to a vibrant community of emerging professionals and exclusive recruitment opportunities. Engage with our posts to stay updated on campus events, career fairs, and workshops, and showcase your company's commitment to education and career development. Join us today to enhance

your recruitment efforts, network with like-minded industry leaders, and discover the future workforce that will drive your organization forward.

*Victoria College reserves the right to decline job posting requests on LinkedIn that are not relevant to majors, degrees, or location of our students. Please, note certain information is required for the vetting process, additional questions about your job posting may be asked prior to approval of posting.*

## WorkInTexas

We encourage all employers to post their job opportunities on [WorkInTexas](#), a comprehensive employment platform monitored by the [Texas Workforce Commission](#). By utilizing WorkInTexas, you can effectively advertise your openings to a broad audience, including our dedicated students and the wider community. Victoria College actively promotes this platform to our students as a primary resource for job searching, ensuring that your postings will reach motivated and qualified candidates eager to contribute to your organization. Take advantage of this powerful tool to connect with top talent and support [Workforce Solutions of the Golden Crescent](#).

**Get started with your job advertisement by completing the [Job Advertisement Request](#) form.**



## Internships with VC

### NACE Internship Guidelines

Victoria College utilizes the [NACE definition of internships](#): *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.*

In order for Victoria College to consider an internship partnership, employers must ensure that the experience meets the [NACE criteria for internships](#) and the [U.S. Department of Labor Primary Beneficiary Test](#).

NACE 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 that 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** by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

### Unpaid Internship Guidelines

At this time Victoria College does not advertise unpaid internship opportunities to students. This decision was made based on [supporting research](#) and in an attempt to support student needs at Victoria College. Internship opportunities must provide students with compensation to be eligible for partnership. Compensation must be at least minimum wage and may include additions such as scholarships, housing stipends, course credit, tuition assistance programs, or employment benefits.



## Internships Getting Started



Considerations for Course Credit Internships:

- Intern duties must meet specified objectives to qualify for course credit substitution.
- A representative from the internship site must be identified to sign off on objectives and be the main point of contact for VC faculty.
- There is a maximum number of hours co-op students and interns are allowed to spend at the site during the semester. These maximums are set by the Texas Higher Education Coordinating Board and may vary depending on course substitution.

Benefit of Course Credit Internships:

- Longevity of the internship program.
- Greater student interest and larger applicant pool.
- Partnership with VC faculty to ensure learning objectives are met.

Project Based Internships:

- A project-based internship occurs when an employer hires an intern with clear expectations that they will be working on a specific project. The internship is terminated upon the project's completion. For example, interns may be paid one lump sum for the project completion and given a deadline. Reach out to the Career Coordinator to discuss what kind of internship may best suit your company.

**Get started with your internship by completing the [Internship Request](#) form.**



## JP's Career Closet

JP's Career Closet is available to students that are in need of professional attire for interviews and everyday work. The main closet is located in the Student Services Building, Advising & Counseling Office. Two traveling closets are located in high traffic areas for easy access- Johnson Hall and Health Sciences Center.

Donations are always needed! Please drop off donations to the Advising & Counseling Office on campus.

Common Donation items:

- Work slacks
- Button-down shirts
- Suit jackets
- Work shoes
- Work boots
- Belts
- Dresses and skirts
- Scrubs
- General dress shirts
- Coveralls
- Polo shirts
- Ties

## More VC Employer Partnerships

VC offers a variety of partnership opportunities in addition to internships and student recruitment. Check out the list below to learn more:

- [Customized training based on employer needs for their employees](#)
- [Scholarships and tuition assistance partnerships](#)
- [Sponsorship of training facilities](#)
- [Endowments](#)
- [General donation opportunities](#)
- [Continuing education courses](#)
- [Adult Education and training](#)
- Support JPs Career Closet by donating used career wear

