

## **UTSA University Career Center Recruitment Policies for Employers**

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# UTSA University Career Center Recruitment Policies for Employers

## 1. Introduction

The Career Center at the University of Texas at San Antonio maximizes employment and internship opportunities for its students by offering a range of services to facilitate recruitment of prospective candidates, including, but not limited to, job/internship postings, on-campus recruiting, career fairs, table recruiting and information sessions. The Career Center requires that any recruiting organization or individual utilizing employment recruiting on campus must agree to the **Terms and Conditions** and must abide by all applicable federal, state, and local employment laws, including Equal Employment Opportunity laws, University of California rules and regulations, and the National Association of Colleges and Employers (NACE) Principles for Employment Professionals.

The Handshake system is the web-based portal for publicizing all **bona fide** full-time, part-time, seasonal, and short-term positions and other recruiting activities for businesses of all sizes, government agencies, nonprofit organizations, on-campus employers, households, and individuals. All recruiting organizations or individuals are expected to accurately and honestly describe their organizations, positions and position requirements when posting their information on Handshake or when representing their firms and opportunities at any campus recruiting events. Postings requiring donations, application fees, or monetary investments as a condition of employment or offering items or services for sale cannot be advertised on Handshake.

### **Terms and Conditions**

**Your use of The University of Texas at San Antonio Career Center services and the Handshake website is deemed to constitute your binding agreement to the following terms. If you do not agree to these terms, do not use UTSA Career Center services or the Handshake website:**

The University of Texas at San Antonio Career Center and the Handshake website provide venues for employers to advertise job opportunities for job candidates to search for and evaluate job opportunities and for employers and job candidates to communicate and exchange information. The University of Texas at San Antonio and the Career Center do not undertake to enter into any employer/employee relationship with any user of Career Center services or the Handshake website by virtue of their use. The Career Center is not involved in the actual recruitment and employment transactions between employers and candidates, therefore; has no control over or responsibility for the following: the quality, safety or legality of the jobs/internships or resumes posted, the truth or accuracy of the listings or of the parties' representations regarding those positions, the ability of employers to offer job/internship opportunities to candidates, the ability of candidates to fill job/internship openings, or the behaviors of employers and candidates.

The Career Center expects that all parties will exercise discretion and common sense when using the Handshake website and other Career Center services. Handshake postings may contain inaccuracies or typographical errors. Employers and candidates are solely responsible for the content and understanding of their postings on the Handshake site and for any information they exchange through the Handshake website when using other Career Center services. The Career Center makes no representation about or guarantee of the truth, accuracy, completeness or timeliness of any such content or information. While the Career Center reserves the right in its sole discretion to remove job postings, resumes or other material from the Handshake website from time to time, the Career Center does not assume any obligation to do so and to the extent permitted by law, disclaims any liability for failing to take any such action. The Career Center also cannot verify that users are who they claim to be because user authentication on the internet is difficult. You acknowledge that your use of the Handshake website and other Career Center services and your reliance on any content posted on the website or obtained through the services are at your own risk.

Note that there are risks, including but not limited to the risk of physical harm, of dealing with strangers, underage persons or people acting under false pretenses. You assume all risks associated with dealing with other users with whom you come in contact through the Handshake website or other Career Center services.

In the event of a dispute between one or more users of the Handshake website or Career Center services, you release the Career Center and The University of Texas at San Antonio (and our agents and employees) from liability for any claims, demands, and damages (actual and consequential, direct and indirect of every kind and nature, known and unknown), arising out of or in any way connected with such disputes to the fullest extent permitted by law.

## **2. Recruitment and Scheduling**

Employer representatives are expected to comply with Federal, State and Local Equal Employment Opportunity Commission (EEOC) regulations and related legislation in their recruitment and hiring practices (job postings, on campus recruiting, campus visits and career event attendance). Consideration should be afforded to all candidates without regard to age, disability, genetic information, national origin, pregnancy, race/color, religion, sex, or any others as outlined under discrimination types listed by the EEOC.

Interview and presentation facilities arranged by the Career Center should primarily be used to speak with students and alumni from The University of Texas at San Antonio who are eligible for services from UTSA's Career Center. Students enrolled at other universities/colleges or graduates from universities are only eligible, if UTSA students are participants in the process. Students or alumni identified during a Career Fair hosted by the Career Center may also be interviewed upon prior approval from the Director, Assistant Director or their designated representative. To schedule interview rooms and presentations, reservations need to be submitted via e-mail or phone at least ten business days in advance of the date requested.

### **3. Creating Your Own Interview Schedules**

All employers must have an active profile and a job posted on Handshake to interview any UTSA students on campus. If you chose to interview on campus, in order to assist our students in meeting their scheduled appointments, we require that a list of candidates for interviews be provided to the Career Center at least (3) business days prior to meeting with the student or alumni. This applies only if you do not use our web-based system to schedule interviews.

### **4. Cancellation & No-Show Policy**

If an employer must cancel an interview reservation, they do so prior to the resume submission deadline posted on the interview schedule. If you cancel your visit and students have already dropped resumes or scheduled interviews, it is the employer's responsibility, to notify them of the cancellation.

Although the Career Center attempts to meet your interview requirements, we cannot always do so during peak periods i.e. career fairs, etc. Therefore, we require 3 business days for cancellation if you no longer require your reserved space. This will give other employers an opportunity to meet with UTSA students. Keep in mind that last minute cancellations and no-shows will negatively affect your campus image among students who expect to interview with your company/organization. To cancel a reservation or visit, please phone 210-458-4593 during regular business hours, Monday – Friday, 8:00 a.m. – 5 p.m. During non-business hours, you may leave a voice message at this number. Cancellation of interviews by e-mail is not recommended.

### **5. Scheduling Coffee House Chats and Table Recruiting Events**

All employers must have an active profile and a job posted on Handshake to conduct any recruiting events for students at UTSA. Reservation requests are coordinated by the On-Campus Recruiting Manager. Please allow 5-7 business days for this process. It is recommended that you provide us with alternate dates and times. Submit your request by e-mail to our office for processing. An approved employer may utilize table recruiting and coffee house chats no more than 4 times each per semester. Exceptions to this policy will be handles on a case by case basis.

### **6. Posting Flyers and Posters**

To post materials on campus bulletin boards or within colleges, the materials (flyers or posters) must be submitted to the Career Center for approval prior to posting. Posting will be administered and controlled by the Career Center staff. The employer must have an active profile and a job posted on Handshake to post any materials at UTSA. All Flyers not approved by the career center will be removed.

### **7. Third Party/Contract Recruiters/Staffing Agencies**

Third parties (employment/staffing agencies and search firms) may post jobs in the UTSA Handshake job bank system provided that they:

- Charge no fees to applicants for a starter kit, product samples, presentation supplies, training session, orientation, travel, membership, application/access fee or service.

- Reveal the identity of the employer being represented and the nature of the relationship between the agency and the employer to the Career Center Employer Relations Staff and permit Career Center to verify this information by contacting the named client. This information will not be made available for viewing, if noted on the employer profile “Allow Student Viewing,” which must be checked “no” in order to preclude viewing of employer information.
- Provide a position description for valid openings
- Comply with The Family Educational Rights and Privacy Act (FERPA) which specifically states:
  - Release candidate information provided by the university exclusively and only to the identified employer
  - Re-disclosure of candidate information is not permitted
- Comply with all federal, state, and Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).

### **8. Employers offering “straight commission” or “salary draw” positions**

Employers with “straight commission” or “draw against future earnings” positions may request to use our services (job posting, on campus recruiting, and career job fairs). However, the terms “straight commission” or “draw” must be explicitly stated in the job posting so that students are aware and can make an informed decision as to whether or not they are interested in those opportunities. Note: A draw against future earnings does not constitute a salary.

### **9. Employers offering “independent contractor” positions**

Employers with “independent contractor” position may request to use our services (job posting, on campus recruiting, and career job fairs). The job posting must include the following criteria:

- The term “independent contractor” must be explicit stated in the job posting.
- The independent contractor posting must include the following disclaimer: “This is an independent contractor or 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are require to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the client or service. As an independent contractor program participants are NOT entitled to standard employee benefits and are not guaranteed coverage under the fair Labor Standards Act (FLSA. For more information please refer to [www.irs.gov](http://www.irs.gov) or talk to a tax professional”

### **10. Employers offering “solicitation” positions – UNDER REVISION**

### **11. NACE Principles for Professional Conduct for Career Services and Employment Professionals**

Approved participating employers are expected to be familiar with and to honor the [NACE Principles for Professional Conduct for Career Services and Employment Professionals](#). The

principles are designed to provide practitioners with three basic precepts for career planning, placement, and recruitment:

- Maintain an open and free selection of employment opportunities in an atmosphere conducive to objective thought, where job candidates can choose optimum long-term uses of their talents that are consistent with personal objectives and all relevant facts;
- Maintain a recruitment process that is fair and equitable to candidates and employing organizations;
- Support informed and responsible decision making by candidates.

Additionally, the NACE *Principles* document states that:

- Employment professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.
- Employment professionals will have knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- Employment professionals will provide accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
- Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or career services office in the form of contributed services, gifts, or other financial support.
- **Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.**
- Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:
  - a) Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request;

b) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;

c) Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;

d) Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;

e) Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;

f) Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.

- Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
- Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the career services office of any test/assessment conducted on campus and eliminate such a test/assessment if it violates campus policies or fair employment practices. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests/assessments will be reviewed by the employing organization for disparate impact and position-relatedness.
- When using organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the career services office regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction. These principles apply to organizations providing such services.
- When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the career services office.

- Employment professionals will cooperate with the policies and procedures of the career services office, including certification of EEO compliance as well as compliance with all federal and state employment regulations.
- Employment professionals will only post opportunities that require college-educated candidates, in a manner that includes the following:
  - a) All postings should adhere to EEO compliance standards;
  - b) Job postings should be suitable and appropriate for candidates from the target institution;
  - c) Internship postings should meet the NACE definition and criteria for internships. (See “A Position Statement on U.S. Internships: A Definition and Criteria to Assess Opportunities and Determine the Implications for Compensation.”)
- Employment professionals will honor scheduling arrangements and recruitment commitments.
- Employment professionals recruiting for international operations will do so according to EEO and U.S. labor law standards. Employment professionals will advise the career services office and students of the realities of working in the foreign country and of any cultural or employment law differences.
- Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

Adherence to the NACE *Principles* will support the collaborative effort of career planning, placement, and recruitment professionals while reducing the potential for abuses. The guidelines also apply to new technology or third-party recruiting relationships which may be substituted for the traditional personal interaction among career services professionals, employer professionals, and students.

## **12. The UTSA Handbook of Operating Procedures**

Official policy of The University of Texas at San Antonio is contained in the Rules and Regulations of the Board of Regents of The University of Texas System. Among the policies are those governing the operations of employment activities, including:

### **13. 5.14 Employer/Student Events**

The University of Texas at San Antonio affiliated sponsors of any proposed on-campus or off-campus employer/student events such as a career fair or job fair must receive prior approval for their events from the University Career Center. Conflicting dates with other fairs and competing events, as well as the nature of the proposed event, will be considered in granting approval. <http://www.utsa.edu/hop/chapter5/5-14.html>

The Career Center is the approval authority for all career fairs, table recruiting, or other employer events seeking to recruit students. All career or job fairs held on campus must be sponsored by the university or a registered student or employee organization.

Sponsors should submit information with sufficient notice to allow for a three-day decision period and a possible appeal to the Vice President for Student Affairs, if permission for the event is denied.

#### **14. 5.6 On-Campus Interviewing of UTSA Students for Purposes of Employment**

In carrying out its primary function of locating acceptable and appropriate positions for University Texas San Antonio students and alumni, the University Career Center will promote professional relationships with representatives of business, chambers, industry, government, education and the military services.

All firms, agencies, associations, and other organizations that have positions for which they are recruiting and that do not discriminate in recruitment on the basis of race, color, national origin, religion, sex, age, veteran status or disability are welcomed on the campus.

- A. The University Career Center will undertake the following activities:
  - 1. To provide general information to employer representatives regarding curricula, degree requirements, and other academic processes and procedures pertinent to recruitment activities.
  - 2. To assist in making arrangements for employer representatives to meet with students, alumni, faculty members and/or administrative staff members to exchange information pertinent to the job placement of students and alumni.
  - 3. To exchange information (only for students that have authorized employer viewing) with employer representatives prior to campus visits concerning appointment schedules, interviewing space and facilities, and candidate qualifications and profiles.
  - 4. To provide interview space for visiting employer representatives.
  - 5. To disseminate to students, alumni, faculty, and staff, pertinent information regarding job facts, employment vacancies and recruitment activities on campus and in the community.
  - 6. To conduct appropriate research regarding career counseling and career outcomes as it applies to UTSA students and alumni.
  - 7. To assist students in finding cooperative education, internships, or summer work positions related to their major fields of study to supplement and support their classroom learning experiences.
  
- B. All employers wishing to recruit on campus will comply with the following procedures:

1. All on-campus interviewing or recruiting will be for the express purpose of securing full, part-time employment, or experiential opportunities for UTSA students and alumni.
2. All employer representatives wishing to interview or to recruit students or alumni on-campus will contact the on campus Career Center recruitment coordinator prior to these visits to secure authorization for interviewing purposes, for obtaining interviewing space and facilities and to determine interview schedules.
3. Upon arrival on campus, all employer representatives will contact the University Career Center to obtain the necessary information regarding their scheduled interviewing activities.
4. All interviewing activities will follow Affirmative Action/Equal Opportunity guidelines and procedures.

**15. 9.10 Solicitation on UTSA Campuses**

No solicitations will be conducted on any property, street or sidewalk, or in any building, structure, or facility owned or controlled by the University of Texas at San Antonio unless permitted by the University of Texas System (UT System) Board of Regents' *Rules and Regulations*. Solicitations on The University of Texas at San Antonio (UTSA) campuses must not interfere with or disturb the academic programs or administrative activities of students, staff, or faculty.

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By registering your company or organization with us, you agree to accept and comply with the policies and procedures of the UTSA Career Center office regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for the UTSA student body.