

Employer Recruiting Policy Manual



Career Services

UNIVERSITY OF CENTRAL FLORIDA

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Employer Recruiting Policy Manual

Introduction

Career Services at the University of Central Florida (UCF) provides a comprehensive, centralized career counseling and job search assistance service for UCF students and alumni. Career Services assists students and alumni in making informed career decisions, gaining employability skills, obtaining career related experiences, and preparing for a successful job search. Career Services has also enacted several policies which govern employers who wish to recruit at UCF. Any questions about these policies should be directed to a member of the Career Services Employer Relations unit at (407) 823-3424.

A. Program Administration and Services

The Associate Director of the Employer Relations and Recruitment Program, under the supervision of the Career Services Executive Director, is responsible for the daily management and administration of the Employer Relations unit. Services include employer outreach, job development, web-based job listing services, on campus interviews, candidate résumé and employer databases, job fairs and graduate school fairs, coordination of special career events, and consultation with employers regarding on campus recruitment strategies.

B. Student/Alumni Eligibility

Students currently enrolled at UCF and alumni are eligible to use career development and recruitment services.

C. Student/Alumni Expectations

Students and alumni are expected to be familiar with and adhere to Career Services policies and procedures. Students and alumni are expected to provide accurate information in career counseling sessions, on résumés, and profile data entered in the career and job search management system, Handshake. Students and alumni are expected to interview only with employers with whom they are genuinely interested, and once they have accepted an offer for professional employment, are encouraged to notify Career Services of their offer. Career Services reserves the right to refuse service to any students/alumni who falsify information, behave in an unethical or disruptive manner, and/or knowingly violate Career Services policies.

I. Job Listing Service Policies

Career Services posts full-time and part-time paid jobs for UCF students and alumni on the Handshake database. Handshake is intended to provide UCF students and alumni with current information on employment opportunities. Organizations seeking candidates for full-time and part-time employment are eligible to register on the Handshake system to advertise employment opportunities, screen résumés, participate in career fairs and expos, and request on campus information sessions and on campus interviews. Advertisement of a job vacancy on Handshake does not indicate an endorsement or recommendation by the University of Central Florida or Career Services. Students and alumni are responsible for all necessary precautions when submitting a résumé, interviewing, and/or accepting positions listed on the website. It is the user's responsibility to check the accuracy and reliability of information provided as well as the credentials and integrity of the hiring organization.

Career Services will only approve posted positions for companies that provide complete contact information (first name, last name, and job title of the contact person, mailing address, telephone and fax numbers, and email address). A detailed job description, as opposed to a company advertisement, is necessary for posting.

Career Services reserves the right to post only those jobs that will enhance students' overall career experience. All postings on Handshake remain active for two months, unless otherwise requested by the employer.

UCF Career Services will not post:

- Positions that appear to discriminate against applicants on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, and veteran status.
- Positions that require any form of monetary commitment from students prior to employment.
- Positions that involve employment in a private home. (Babysitting, in-home tutoring, lawn care, etc.)
- Positions that are compensated only by commission.
- Positions within the adult entertainment industry.
- Positions that do not comply with Equal Employment Opportunity Commission (EEOC) standards.

Employers that are the direct hiring authority/organization may advertise full-time, part-time, temporary positions, and degree and non-degree positions.

Eligible employers who have been granted active access to Handshake may enter and manage their own job listings. Employers who access résumés for other than legitimate recruitment purposes will be blocked from further use of Handshake services.

All employer registration and job vacancies are set to pending status until reviewed and approved by the Recruiting Department.

Right to Refuse: Career Services reserves the right to edit or refuse job advertisements.

A. Job Listing Content

- Only job vacancy announcements can be advertised on the Handshake job board. Career fairs and/or other career-related events cannot be advertised on the job listing service.
- Job listing content must contain the job title, job description, locations, required qualifications, salary, and directions for applying.
- The vacancy announcement must contain the employer's contact information. All necessary information must be included in the description.

B. Posting Timeframe

If the employer does not establish a timeframe for advertising, the job listing will be removed after 30 days.

II. On Campus Recruiting Policies/Procedures

On campus recruiting provides an opportunity for employers to connect with a diverse, highly qualified, and talented student population. Recruiting on campus creates links with our students, student organizations, faculty, and administrators while increasing your company's image, brand, and visibility.

UCF uses the Handshake system to coordinate reservations for all on campus recruiting schedules. Students will submit résumés and sign up for interviews directly online through Handshake, and the schedule and interview details are also finalized online by the employer.

A. Employer Eligibility

To be eligible, an employer must be an equal opportunity employer and adhere to the National Association of Colleges and Employers (NACE) ethical and legal standards of recruitment (see **Principles for Professional Practice**). Employers must have an active account in Handshake for each organization for which they are hiring. If an employer has more than one organization that he/she is recruiting for, he/she must establish a separate account for each organization.

B. Equal Employment Opportunity Commission Guidelines

Employers who recruit, post jobs, attend a career fair/expo, or host an information session or

presentation at UCF must adhere to **Equal Employment Opportunity Commission (EEOC) guidelines**, which can be found at <http://www.eeoc.gov/laws/>.

C. NACE Principles and Guidelines

Employers recruiting at UCF are expected to adhere to the **NACE Principles for Professional Practice**, which may be viewed online at <http://www.naceweb.org/principles/>.

D. Scheduling Options

Students can be selected for interviews in three ways on Handshake:

1. Pre-Select:

Pre-selection is the process by which employers choose the students they want to interview. Employers have the option to pre-select the number of the students on their schedule(s). Only students who meet the exact specified requirements will be able to apply to take part in the pre-selection process. Employers wishing to interview only pre-selected or alternate students may close their interview schedules by simply notifying the Career Services Scheduling Coordinator when they establish their recruiting reservation.

2. Open:

Any student that meets the criteria for the position is eligible to sign up for an interview.

3. Room Reservation Only:

This option enables recruiters to manage their own schedule(s) and reserve the room(s) via Handshake. All above methods are managed and coordinated through Handshake.

When employers conduct recruitment events involving student organizations or academic departments, details of such events are to be provided to Career Services, and the event is to be conducted in accordance with the guidelines and procedures of the **NACE Principles for Professional Practice**. In accordance with the **NACE Principles for Professional Practice** and the University of Central Florida Alcohol Policy, serving alcohol should not be part of any recruitment process or event, either on- or off-campus.

Employers are expected to maintain confidentiality of student/alumni information and résumés. Employers who access student/alumni information or résumés for other than legitimate recruitment purposes will be blocked from further use of all recruitment resources and services. The University of Central Florida reserves the right to terminate its relationship with any organization or their representative(s) who fails to abide by standards outlined in the **NACE Principles for Professional Practice**, behaves in an unethical or unprofessional manner, uses candidate data for purposes other than for employment consideration, or uses intimidation or harassment towards any candidate or University staff member during the recruitment process.

Straight Commission

Employers with “straight commission” positions are not allowed access to the Handshake database for job posting.

III. Company Presentation/Information Session Guidelines

Employers wishing to schedule a company presentation or info session should contact Career Services at least four weeks in advance. While Career Services may be able to accommodate requests for presentations within four weeks of the desired date, we cannot guarantee space. Please contact (407) 823-3424 to confirm availability. Companies utilizing Career Services space may not bring food of any kind to distribute except candy or small sealed items, as this violates the university’s food service contract. Reservations for catering are available through the university’s campus dining services (Aramark) which can be contacted directly at (407) 823-2494 or online at <http://www.campusdish.com/en-US/CSS/UnivCentralFlorida>.

Career Services staff will distribute advertising materials on campus if provided at least two weeks prior to the campus visit. All posters, flyers, and other advertisements must clearly identify the organization’s name.

Recruiters requiring audiovisual equipment should contact the Career Services Recruiting department to determine availability.

Interview and presentation facilities arranged by Career Services are to be used solely to speak with students and alumni from the University of Central Florida who are eligible for its services. Exceptions to this policy must be requested of the Executive Director of Career Services in advance of an interview date. Career Services reserves the right to request names of candidates interviewed in instances where an organization is creating its own schedule.

Employer information sessions held at Career Services in rooms 115 or 121 need to end by 6.00pm. Organizations wanting to hold information sessions outside this time frame will be assisted in finding an alternate location on campus.

IV. Career Fair/Expo Policies

A. Pre-Registration

Pre-registration for UCF career fairs and expos is conducted through the Handshake database.

Employers are asked to register for career fairs/expos at least two weeks in advance. While Career Services may be able to accommodate late registration, please be advised company and contact information may not appear in printed career fair/expo materials. If you wish to register late for a career fair/expo, please contact Career Services to confirm availability of space.

The organizational contact registering for the event will receive a confirmation email and registration packet. Only one table or booth will be assigned to each company participating in a career fair/expo. The company, branches, satellite locations, and independent contractors from the same company must share exhibit space. Registrations will be processed in the order in which they are received. In the event of multiple registrations from the same company, Career Services staff will refer additional registrants to the first confirmed registrant from the company.

B. At Career Fairs/Expos

Each organization will be assigned a six-foot or eight-foot table with a tablecloth, two chairs, and signage with the company name as it appears in the Handshake database registration. Career Services staff determines the table layout based upon several factors including the number of companies registered and level of sponsorship. Representatives may bring displays, banners, and/or giveaway items to decorate their table. Companies may also bring any literature or product samples that they have for distribution to students. However, sales and/or product promotions may not be conducted during the fair/expo and food items other than candy or small sealed items may not be distributed. Companies requiring electrical power or other specific accommodations should make the request at least four weeks prior to the event to discuss availability, booking, charges, and/or temporary installation. Career Services reserves the right to prohibit the use and/or distribution of inappropriate displays and materials.

V. Third-Party Recruiting Policies

According to the National Association of Colleges and Employers (NACE), third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations. Third-party recruiters include, but are not limited to: employment agencies, temporary agencies, and search firms.

A. Employment Agencies:

Organizations that list positions for a number of client organizations and receive payment when a candidate they have referred is hired.

B. Temporary Agencies acting as TPES:

Organizations that contract with a client organization to provide individuals qualified to perform specific tasks or complete specific projects for the organization. Individuals work at the client organization but are paid by the agency.

C. Search Firms:

Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees paid for this service are paid by the clients.

Third-party recruiters wishing to list a position on Handshake and/or participate in campus career fair/expo events must adhere to the following:

- For Career Fair/Expo participation, state in the company description that you are a third-party or temporary employment agency and indicate the client(s) for whom you are recruiting for at the event.
- For job postings, provide the name of the client you are representing in the job description.
- State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. UCF will not post any opportunities which require students to pay fees.
- Third-party recruiters and their clients must agree that they may not forward UCF students' résumés to any other party without the student/applicant's written consent. Failure to comply with this is a violation of the Family Education Rights and Privacy Act of 1974 (FERPA).
- Third-party recruiters must have a signed [Third Party Statement of Understanding](#) on file with Career Services before listing employment opportunities or using facilities. Third-party recruiters may recruit only for clients they represent. Candidates' names and/or résumés obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
- Upon receipt of your Statement of Understanding, you will receive another e-mail within one business day containing your username, password, and instructions on how to post your opportunities with Handshake.
- No direct referrals of candidates will be made to TPES agencies by UCF Career Services
- Third-party recruiters must provide verification that the agency has an employer for whom it is working and a job to fill when requested to do so by UCF Career Services.
- All vacancies listed with Career Services must be filled according to strict Affirmative Action/Equal Employment Opportunity Commission guidelines.
- TPES agencies will not have access to résumé books

A. Conditions:

By completing the [Third Party Statement of Understanding](#), all organizations agree that they will adhere to EEO standards in all recruiting activities that no fees will be charged to any candidate at any time, and that organizations will not disclose student information under any circumstances to other entities without the student's prior written consent.

Career Services adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time. UCF reserves the right to terminate an employer account for violation of Career Services policies.

Note: If the Statement of Understanding is not received within one week, your registration will be deleted. All TPES must submit a signed Statement of Understanding for all positions, including internal positions. The statement must be signed, returned, and adhered to.

VI. Startup Recruiting Policy

UCF Career Services has established the following criteria for identifying appropriate startup opportunities for our students and alumni. All startup organizations are required to have and provide the following:

1. A verifiable company name, business address, website, email address, and a principal contact;
2. Verify the company is seeking employees not investors or partners;
3. A valid, current, and verifiable business license and tax id;
4. Offer positions for pay, not equity, stock, etc.;
5. Provide clearly defined organization and position descriptions in Handshake

VII. Résumé Referral Policy

Employers may access résumés in the Handshake database provided that the job posting for which the résumés are being viewed is active in the database and the résumés are being used for a current open position. Questions regarding this policy can be directed to Career Services staff at (407) 823-3424.

Students and alumni registered with Handshake are aware that they may be contacted by employers viewing their

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résumés. They are also allowed to respectfully decline any interview invitations if they are not interested in the position advertised. Please note that these résumé books reflect the résumés of students **REGISTERED** with Handshake and who have opted to allow employer viewing. Not every student at UCF uses this service or enables access to view their résumé. The information entered is self-reported by the individual and may not be up-to-date.

A. Confidentiality and Release of Records/Résumés

Confidentiality of student/alumni information will be maintained, including personal knowledge, written records/reports, and computer databases. No disclosure of student/alumni information will be provided to others (i.e. academic advisors, employers, psychologists) without prior written consent of the student or alumnus, unless necessitated by health and/or safety considerations.

B. Restrictions and Limitations of the Database

1. The Handshake Database is not to be used to sell anything or to look for "clients." Using our system for contact mining or a sales pitch is strictly prohibited and anyone using the system for this purpose will be banned from future use.
2. Third-party agencies will not be given access to the Résumé Book.
 - Any reported breach of these policies and/or guidelines will result in deactivation of the third-party recruiter online account and termination of access to all recruitment services.