

Introduction

To facilitate opportunities and partnerships between students and employers, the Career Center has established policies that provide consistent operational procedures. These policies adhere to legal and ethical standards of the university and our profession. Recruiters who post jobs, schedule events and/or interviews through **The University of Texas Rio Grande Valley Career Center** must read and agree to abide by the policies below.

As an employment professional you are involved in an important process—helping students choose and attain full-time or part-time opportunities. An approved non-degreed full-time or part-time opportunity is defined by the Career Center as an hourly wage or salary position. We do not allow commission-based positions for non-degreed opportunities. In addition, any approved degreed or non-degreed opportunity should not allow the candidate to pay a fee for training, purchasing a membership and/or product, or any other job-related expenses. Therefore, Career Center and employment professionals are involved in a partnership effort with a common goal of achieving the best match between the individual student and the employing organization. This partnership effort traditionally involves students, but may also involve alumni, community members, prospective students, and/or faculty staff.

As individual members of the National Association of Colleges and Employers (NACE) we adhere to the *NACE Principles for Career Services and Employment Professionals*. Because of this, recruiters who partner with us are also expected to review and follow all **NACE Principles**.

Statement of Non-Discrimination

Title IX of the U.S. Department of Education's Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex/gender in any aspect of a federally funded education program or activity. Such discrimination includes, but is not limited to: sexual harassment, sexual violence, sex or gender-based bullying, hazing, stalking, domestic violence, dating violence, and failure to provide equal opportunity in admissions, activities, employment and/or athletics.

As a recipient of federal funds, The University of Texas Rio Grande Valley (UTRGV) complies with Title IX and has designated a Title IX Coordinator to oversee all complaints of sex discrimination. The Title IX Coordinator is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Additionally, other responsibilities include the coordination of training, education, and communications regarding Title IX procedures for the university community.

Title IX Deputies receive and process Title IX complaints; respond to inquiries from students, staff, and faculty regarding their rights and responsibilities; and assist the Title IX Coordinator in oversight and implementation of the Title IX compliance efforts.

Excluded Practices

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

- The opportunity involves on-campus solicitation, posting of materials, or sale of products or services.
- Compensation for non-degreed opportunities is exclusively commission or fees/percentage of sales from others under their sponsorship in the organization.
- The organization is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses.
- Misrepresentation by providing dishonest information about organization or position duties.
- The organization requires an initial payment or investment, or account balance or similar fiscal requirements, with the organization itself serving as an umbrella or parent corporation. The initial investment may include, but is not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or the purchase, leasing, or renting of a starter kit, sales kit, or presentation supplies.
- The work assignment negatively affects student academic progress or encourages students to discontinue their studies.
- There are ongoing complaints by students and/or alumni of workplace issues, failure to pay student at the agreed upon timeframe, harassment, or any unfavorable attention to a student's values or image for future employment.
- Breach of student information confidentiality.
- The company/organization workplace is in a residential home or apartment, instead of an official business establishment.
- The company/organization abuses the Handshake portal.
- The employer fails, for any reason, to provide necessary information needed to post a job vacancy or internship opportunity (e.g., job description, qualifications, application instructions).
- Upon request, the employer is unable or unwilling to provide written documentation of registration with a Better Business Bureau.

Recruitment and Scheduling Policies

Employer representatives are expected to comply with Equal Employment Opportunity 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 race, religion, color, sex, disabilities sexual orientation, national origin or age. Interview and presentation facilities arranged by Career Center are to be used solely to speak with students and alumni from The University of Texas Rio Grande Valley who are eligible for services from UTRGV Career Center. Students enrolled at other universities or graduates from other universities are NOT eligible to register with Handshake or participate in on campus interviews, unless prior approval has been granted by the department Director. The only exception is if the student/alumnus is identified at one of the Career Expos hosted by the Career Center. To schedule interview rooms and presentations, reservations need to be submitted using the *On-Campus Recruitment Request Form* via email or phone at least (3) weeks in advance of the date requested.

Interview Schedules

We have three (3) options for Interview Schedule Set-up:

- 1. Open-Allow:** Direct Student sign-ups (Employers are able to view schedule(s) on a daily basis and review resumes through Handshake. Schedule(s) will close for student sign-up at 3:00pm the day before the interview date.

- 2. Pre-selection:** Prescreen students for sign up (There will be a deadline of two weeks before the interview scheduled date). Employer(s) will receive system generated e-mail advising them that their schedule is closed, and they may log on to the system and review resumes for preselection. Employer(s) will have a few days to review and make their selections. When selections are made the employer must log on to Handshake and accept or decline the student(s). Students will receive a system generated e-mail letting them know if they were accepted or not accepted. Please allow students at least three days to sign up for interviews.
- 3. Resume Collection:** Interview date(s) are to be determined at a later time. Career Center will post a resume collection for three weeks. Employer will receive an e-mail advising them to log on to their account and review resumes and select interview dates.

Creating your own Interview Schedules

If your position(s) meets approval and you do not use our on-line system to schedule interviews, a list of candidates with interview appointments must be provided to Career Center at least one (1) day prior to meeting with the students and/or alumni.

Cancellation and No-Show Policy

If it is necessary for you (employer) to cancel an interview reservation, please do so prior to the resume submission deadline posted on your schedule. If you cancel your visit and students have already submitted resumes or scheduled interviews, it is your responsibility to notify them of your cancellation. Space is in demand and your early cancellation will give other employers an opportunity to meet with UTRGV students.

Keep in mind, last minute cancellations and no-shows will negatively affect your campus image among students who expect to interview with your organization. To cancel a visit, please phone 956-665-2243 during regular business hours, Monday – Friday, 8 a.m. – 5 p.m. During non-business hours, you may leave a voice message at this number. Cancellation by email is not recommended.

Scheduling Information Sessions and Facilities for Reservation requests

The scheduling of Information Sessions and the facilities are coordinated by the Career Center Employer Relations staff. Please allow ample time for this process. The *On-Campus Recruitment Request Form* is required for confirming all requests. It is recommended that you provide us with alternate dates and times. Submit your request via email or and allow 7 days to process your request.

Posting Policies (Flyers and Posters)

To post materials on bulletin boards around campus, the materials (flyers or posters) must be submitted to Career Center for approval prior to posting. Posting will be administered and controlled by Career Center staff.

Campus Presentations

Classroom presentations and/or any recruitment presentations on campus are coordinated through Career Center. Coordination of these presentations requires two to three weeks in order to confirm with faculty and/ or administration. If it is necessary to cancel, please do so prior to the scheduled date. Last minute cancellations and no-shows will negatively affect your campus image with faculty and administration and could potentially affect your future recruitment efforts on campus.

Third Party/ Staffing Agencies

Third parties (employment/staffing agencies and search firms) may participate in the UTRGV (job postings) provided that they:

- Complete the Third Party Recruiter Form and send back via email
- Charge no fees to the candidate
- Reveal the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permit Career Center to verify this information by contacting the named client
- Provide a position description for valid openings
- In accord with the Family Educational Rights and Privacy Act, 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 and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA)