

Employer User Policy

Mohr Career Services Non-Discrimination Policy

The University Career Center and Mohr Career Services, Lundquist College of Business expect all employers, their representatives, and agents to abide by federal and state employment laws and to honor the University of Oregon's commitment to equal opportunity, affirmative action, and nondiscrimination in their recruiting and hiring practices.

Events and On-Campus Interviews

Arrangements for interviews and events to take into consideration:

- The number of students who are likely to be interested in talking with the prospective employer.
- Any exhibitions which the prospective employer desires to display.
- Whether or not the prospective employer desires to have a group meeting of interested students which is to be followed by individual interviews, or whether individual interviews are to be arranged; and
- Approved university procedures for use of its facilities.

Registration

Mohr Career Services reserves the right to decline participation based on space availability or industry representation. If you are registering for an event or career fair that requires a registration fee, an invoice with payment procedures and refund policies will be emailed to the person registering for the event or career fair.

Parking

Parking on the UO campus is limited. For this reason, only one parking space will be included with each company registration for Mohr Career Services career fairs and events, unless specified differently during registration. If needed, a second parking space can be purchased with your registration. For evening events, most metered parking spaces on University Street and some other areas around campus are free after 6:00 p.m. You may be required to pay a meter for the short time

between parking and the start of your event. We apologize for any inconvenience and appreciate your cooperation. Mohr Career Services is not responsible for costs associated with parking tickets or towing fees.

Job Posting Policies

Mohr Career Services offers our services to all legitimate employment organizations. Employers who wish to recruit UO students and alumni through job postings, events, presentations, or interviews are expected to interact with students, alumni, and staff in a professional and ethical manner. The following guidelines outline the expectations we set forth for anyone wishing to recruit UO students and alumni using our services.

To recruit for employment, employers must abide by the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](#) and the Equal Employment Opportunity Commission (EEOC) guidelines for [Prohibited Employment Policies and Practices Overview](#). We recommend employers be familiar with NACE and EEOC standards prior to posting positions in Handshake or participating in UO recruiting events.

Mohr Career Services reserves the right to decline to post any job or internship opportunity based on industry representation and student interest.

Legal and Ethical Restrictions

Mohr Career Services reserves the right to refuse service to employers due to any of the following: dishonesty; breach of confidentiality; fraud; misrepresentation; abuse or other harassment of University of Oregon students, alumni, or staff; or any other violation of university rules and regulations, local, state or federal laws, including minimum wage laws. Additionally, employers not eligible to utilize Mohr Career Services include:

- Employers who request personal data (e.g., Social Security number, bank account information) at the time of application.
- Employers who misrepresent their organization by providing false information or omitting critical information.

- Employers who violate equal employment opportunity and affirmative action principles as set forth by the University of Oregon and NACE. Employers are expected to provide reasonable accommodation upon request.
 - [Prohibited Discrimination and Retaliation](#)

Handshake Employer Requests – Minimum Requirements

Employer requests to connect on Handshake must demonstrate all of the following minimum requirements:

- A complete contact name (first and last)
- A well-written company description
- A complete business street address
- A dedicated company website that matches the company name and is functional (Facebook, LinkedIn, Twitter, or Instagram company pages are not sufficient)
- A business license from the state in which your company operates their business, or proof of registration as a non-profit organization.

In addition to the above-listed requirements, your company may be subject to additional requirements; please review the following information to see if any additional factors apply to your business or recruitment on Handshake.

Cannabis Industry Employers

Although cannabis is legal under certain conditions in the state of Oregon, it is not legal under federal law. As a recipient of federal funds, the University of Oregon must comply with the Drug-Free Schools and Communities Act 1989 and the Drug-Free Workplace Act 1988. These laws require the UO to maintain and enforce policies prohibiting the illegal use, possession, and distribution of drugs as defined by federal law.

To ensure compliance with federal law and in keeping with the University of Oregon's [Drug-free Workplace policy](#), Mohr Career Services will not accept requests from cannabis-industry employers to connect with our students through

Handshake, nor will we post internship or work opportunities at companies that may possess or come into contact with cannabis products.

UO Alumni and other industry professionals working in the cannabis industry may be asked by Mohr Career Services to speak and/or attend events. In addition, companies that have multiple segments of their business may recruit for non-cannabis roles.

Network Marketing and Similar Organizations

These organizations are not eligible to participate in on-campus recruiting or events, or to post jobs with Mohr Career Services. Mohr Career Services considers organizations that engage in any of the following to be Network Marketing Organizations:

- Sponsoring or hiring an individual to set up their own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- Requiring an initial cash or capital investment, account balance or similar fiscal requirements from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may include but is not limited to such things as direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.

Start-ups

Mohr Career Services has established these criteria for identifying appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed sufficiently in their business development process so that they can:

- Provide a company name, business address, website, and email address, and identify a principal as the key contact.
- Confirm that they have obtained the necessary business licenses and Tax IDs as well as sufficient funding, including identifying their funding model and investors, if requested.

- Offer positions for pay, not just for equity; pay must meet state minimum wage expectations.
- Provide clearly defined organization and position descriptions in Handshake.

Commission

Employers using Mohr Career Services must offer regular/base salaries for positions. Employers offering solely commission-based positions may not post job listings with Mohr Career Services.

Unpaid Internships

Mohr Career Services follows [NACE's guidelines](#) on unpaid internships.

Employers posting internships in Handshake should review the U.S. Department of Labor's Wage and Hour Division guidelines on compensation. The [DOL website](#) provides information on whether workers are considered unpaid interns or paid employees under the Fair Labor Standards Act (FLSA). It is expected that employers who post internships are following these criteria.

Fees Charged to Candidates

Employers that require students or alumni to purchase a franchise, purchase supplies, pay for training or orientation, invest, or pay a start-up or application/access fee as a condition of employment, will not be allowed access to any Mohr Career Services.

Third-Party Employers

Representatives may recruit or post opportunities through Mohr Career Services under the following conditions:

- No fee is charged to the student or applicant.
- Third-party recruiters sourcing candidates for internal positions at their own organizations.

Engaging Our Students: Below are opportunities to be on campus.

- Tabling
 - Tabling events are designed to provide space for companies to come and set up at a table in the Lillis Business Complex Atrium. We will provide you with a table and you can bring company signage, small swag items, etc. The Atrium is full of student foot traffic throughout the day during the school year, so tabling provides an opportunity to be visible to many of our students. Per our building policy, tabling in the Lillis Atrium is reserved for groups associated with the Lundquist College of Business. If the visit is strictly for sampling and product testing, there are much higher-profile tabling locations available in and around UO's student union, the Erb Memorial Union. You can reserve space with them here: <https://scheduling.uoregon.edu/>.
- Interview Coordination
 - Let us help you get to know us. Familiarize yourself with our student population, concentrations and specializations, and the unique environment at the Lundquist College of Business. Align your company's opportunities with current student interest. Consider what your company has to offer, and we can help you position your firm to our student population. Hosting interviews for our students is an excellent way to attract more applicants for your job or internship. These interviews can be hosted in person or virtually. Regardless of what platform you use, we always suggest promoting your interview through [Handshake](#).
- Unique Approaches
 - Engaging in mock interviews
 - Participating on career or industry-related panels
 - Hosting educational events / workshops
 - Networking Events
- Academic Connections
 - Classroom presentations
 - Academic and case-study competitions
 - Pro bono consulting projects
 - Company-sponsored faculty and student research projects

If you have questions regarding this policy, please contact [Mohr Career Services](#).

