

UTSA Career Services Recruitment Policies for Employers

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Introduction

As an employer with actual or anticipated bona fide entry-level positions and career-related paid or non-paid internships, you are invited to utilize UTSA Career Services. A bona fide full-time or part-time position is defined as a career opportunity that is salaried (not 100% commission) and does not require the candidate to pay a fee for training, purchasing a membership and/or products, or any other job-related expenses.

Recruitment and Scheduling

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 Services are to be used solely to speak with students and alumni from The University of Texas at San Antonio who are eligible for service from

UTSA Career Services. Students enrolled at other universities or graduates from other universities are NOT eligible to register in our Jobbank system or participate in on campus interviews. The only exception is if the student/alumnae was identified at one of the Career Fairs hosted by Career Services. To schedule interview rooms and presentations, reservations need to be submitted via e-mail or phone at least five business days in advance of the date requested.

Creating Your Own Interview Schedules

If your position(s) meet the definition of bona fide as stated above and you do not use our web-based system to schedule interviews, a list of candidates with interview appointments must be provided to Career Services at least one (1) day prior to meeting with the students and/or alumni.

Cancellation & 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 had already dropped 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 UTSA 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 210-458-4593 during regular business hours, Monday – Friday, 7:30 a.m. – 5 p.m. During non-business hours, you may leave a voice message at this number. Cancellation by e-mail is not recommended.

Scheduling Information Sessions and Presentations Prior to Interviews

Reservation requests are coordinated by the Recruiting Coordinator. Please allow ample time for this process since many of the meeting rooms may already be reserved. It is recommended that you provide us with alternate dates and times. Submit your request via e-mail to our office and allow 5-7 days to process your request.

Posting Flyers and Posters

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

Third Party/Contract Recruiters/Staffing Agencies

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

- 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 Services 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).

Employers offering “straight commission” or “salary draw” positions

Employers with “straight commission” or “draw against future earnings” positions may request to use our services (posting jobs, on campus recruiting, and attend 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 a decision as to whether or not they are interested in those opportunities. Note: A draw against future earnings does not constitute a salary.

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 job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.
- Employment professionals will know 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 supply 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, 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, or disability;
 - c) Avoiding use of inquiries that are considered unacceptable by EEO standards 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, 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 conducted on campus and eliminate such a test if it violates campus policies. 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 test results will be disclosed. All tests will be reviewed by the employing organization for disparate impact and job-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.
- 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 or exempt status under the Immigration Reform and Control Act, and will honor scheduling arrangements and recruitment

commitments.

- Employment professionals recruiting for international operations will do so according to EEO standards. Employment professionals will advise the career services office and students of the realities of working in that country and of any cultural or foreign 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.

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:

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 approval for their events from the Office of Career Services. Conflicting dates with other fairs and competing events, as well as the nature of the proposed event, will be considered in granting approval.

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 period for a decision and a possible appeal to the Vice President for Student Affairs if permission for the event is denied.

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 UTSA students and alumni, the Office of Career Services will promote professional relationships with representatives of business, 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 handicap are welcomed on the campus.

A. The Office of Career Services 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 (where student provides written authorization for release of information) with employer representatives prior to campus visits concerning appointment schedules, interviewing space and facilities, and candidate qualifications and files.
 4. To provide interview space for visiting employer representatives.
 5. To disseminate to students, alumni 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 job placement.
 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. The following procedures will be established:
1. All on-campus interviewing or recruiting will be for the express purpose of securing full or part-time employment for UTSA students and alumni.
 2. All employer representatives wishing to interview or to recruit students or alumni on-campus will contact the Career Services 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 Office of Career Services to obtain the necessary information regarding their scheduled interviewing activities.
 4. All interviewing activities will follow Affirmative Action/Equal Opportunity guidelines and procedures.

By registering your company or organization with us, you agree to accept and comply with the policies and procedures of the UTSA Career Services 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.

Revised 10-2008