

UCONN

**CENTER FOR
CAREER DEVELOPMENT**

EMPLOYER PARTICIPATION POLICIES

For recruiting eligibility and participation in programs and events

Introduction

Thank you for your interest in hiring UConn students.

The Center for Career Development's Corporate Partner Relations Team aligns with employers nationwide to ensure their hiring needs are met at UConn. Our team connects organizations to 30,000+ students through various campus-wide events, programs and collaborations. We see ourselves as partners in your recruiting initiatives and celebrate your successes.

Our goal is to sustain meaningful relationships with our employers, by understanding your talent needs, creating student awareness of your opportunities, and connecting you to talented and career-ready Huskies. It's through these partnerships we create rewarding internship, co-op and full-time opportunities for students.

The Center for Career Development is based in the Storrs campus, and career programming is active at all campuses: Avery Point, Hartford, Stamford, and Waterbury.

Programs and Services Offered

Career Counseling

The Center for Career Development offers one-on-one advising to discuss career-related needs and questions. Typical advising sessions focus on choosing a major, connecting a major to the world of work, writing résumés or cover letters, finding an internship or job, interview preparation, or assistance with identifying and applying to graduate programs

Internships

Internships provide a great way for students to confirm choice of major and/or career while gaining practical work experience. Internships may be done during the academic semester or summer.

Co-ops

Cooperative Education is a structured educational program that integrates classroom learning and practical hands-on experience in a field related to a student's academic or career goals. The fundamental purpose of co-ops is for students to have an opportunity to learn under real-work conditions. Co-ops must be paid, full time, and are typically 6-month positions.

Handshake

The Center's job and recruiting platform is Handshake. This system manages the recruiting-related activities we offer to students and employers including on campus interviews, career fair registration, and tabling event requests.

Practice Interviews

The Center for Career Development offers practice interviews, provided by our student paraprofessional Careerinterns (CIs), that are videotaped and critiqued to provide students the opportunity to see their performance.

On-Campus Interviewing (OCI)

The OCI program enables employers to interview UConn students on campus, providing opportunities to directly recruit UConn students for openings. It also alleviates interview transportation barriers for candidates. OCIs take place in the Wilbur Cross Building, and employers can schedule interviews through Handshake

Programs and Services Offered

Career Fairs

Career Fairs give employers a large-scale opportunity to connect with candidates and promote their openings. All UConn campuses host career fairs throughout the academic year. The Storrs campus hosts Fall (STEM and All Major) and Spring Career Fairs, an Internship & Co-op Fair in February, and a Non-Profit and Public Sector Career Fair in March. The Stamford Campus hosts a Fall and Spring Career Fair, and the Hartford Campus hosts a winter career fair. In addition, the Avery Point and Waterbury campuses host smaller scale career events.

Tabling Events

Employers can host tabling events and information sessions to brand on campus and connect with potential candidates. Successful information sessions have offered insight into a company or organization's culture or products, or offered insight on general career development topics, like interview preparation or tips for a successful job search.

Careers for the Common Good

Careers for the Common Good (CCG) are socially responsible vocations that benefit the greater good of society. Careers for the Common Good generally occur in the nonprofit and government sectors and tend to include an individual's personal core values. The CCG program is a collaboration between Career Development, the Office of Community Outreach, and the Human Rights Institute, provides resources and encourages students to explore career paths that positively affect the community and society at large.

Career Conversations

These tabling events are held at all UConn campuses and create an opportunity for casual connections between employers and students. Like information sessions, they provide employer branding opportunities and engagement with a variety of students.

Career-Related Workshops

We offer workshops on a variety of career-related topics. Some of these workshops are specifically for students organizations, classes, or programs; others are general and open to the entire campus.

Eligibility for Partnerships

The Center's employer partners are carefully screened to ensure they are reputable and provide legitimate opportunities that foster professional growth and require a college degree. It is preferred that employers requesting partnership have a web site with well-documented information about their organization. If a web site is not available, the Center reserves the right to request additional information regarding the organization in order to confirm eligibility.

For further clarification on eligibility, please refer to Appendix A.

Criteria for Employer Participation

The Center for Career Development works with and provides services to selected employers who meet the approval process and agree to comply with the following policies and procedures:

1. To abide by all local, federal, and state laws.
2. Opportunities must be open to all students, and employers will not unlawfully discriminate in the recruiting, interviewing, and hiring of employees. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment) or any other unlawful factor. In Connecticut, protected class characteristics include: race; color; religion; ethnicity; age; gender; marital status; national origin; ancestry; sexual orientation; genetic information; disabled veteran status; veteran status; physical or mental disabilities (including learning disabilities, mental retardation, past/present history of a mental disorder); and prior conviction of a crime.
3. To abide by the University of Connecticut Code of Conduct. All employer representatives of an organization will conduct themselves in a professional manner at all times at all University events. Employer representatives will be knowledgeable of the University Code of Conduct and agree to abide by those parameters when participating in University-sanctioned events on and off campus as well as at employer-sponsored events on and off campus. Information about the University Code of Conduct may be found [here](#).
4. To abide by the National Association of College and Employers (NACE) “Principals for Professional Conduct for Career Services and Employment Professionals.” Employer representatives will be knowledgeable of the NACE Code of Conduct and agree to abide by those parameters when participating in University-sanctioned events on and off campus as well as at employer-sponsored events on and off campus. Information regarding the NACE Code of Conduct may be found [here](#).
5. Employers interacting with Handshake must abide by its privacy policies, as stated during the employer’s account creation.

Criteria for Employer Participation, Cont'd`

6. That under no circumstances will student information be disclosed other than for recruiting purposes, nor will it be sold or provided to other entities outside of the client, or clients, for whom the résumé is intended. If it is found that an organization is in violation of this policy, it is grounds for immediate dismissal from handshake and other services and events.
7. To inform the Center for Career Development of any and all changes in writing, including, but not limited to, changes in individual company representatives, address, telephone numbers, location, or any other relevant contact information.
8. That the Center makes no guarantee and will not be held responsible for a student's suitability or performance.
9. That the Center reserves the right to sever employer partnerships based on the criteria outlined in this policy without reserve.
10. Employer representatives must be professional in their demeanor with all University representatives at all times. Inappropriate behavior, including, but not limited to, yelling, coercion, threatening, or belligerent behavior may lead to the loss of that employer representative's eligibility for participation in any on- or off- campus University events.
11. To engage in reputable business practices. Should there be a question concerning business practices, an investigation will be conducted within the Center. An opportunity will be given to the employer in question to provide the Center with documentation in writing of its business practices. The Center reserves the right to evaluate both the student and employer documentation in order to make a determination of future business relationships.
12. To provide students with internships, co-ops, and full-time job opportunities that meet criteria requiring those experiences to be career- related or professional opportunities that require a college degree. Consideration will be given to career-related opportunities in specific fields that provide professional experiences in which a four-year degree may not be required.

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Criteria for Determining the Professionalism of Internships and Co-ops

The criteria outlined below define how internships and co-ops are evaluated to ensure that all opportunities are professional in nature.

1. The opportunity must be career-related and use elements from a student's college education.
2. The student will perform professionally related tasks to include projects, presentations, and/or training. The opportunity may not be more than 25% administrative/clerical in nature.
3. The student will be introduced to and engaged in activities that are primary responsibilities of a given profession.
4. The student will be given opportunities to learn skills that are requisite of a given profession.
5. The assigned tasks and activities will be developmentally appropriate and meaningful for the advancement of an individual considering that field or occupation.
6. The work environment will be conducive to learning. The supervision will include mentoring and constructive feedback, allowing the student to develop as a new professional.
7. Opportunities must be open to all students. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment) or any other unlawful factor. In Connecticut, protected class characteristics include: race; color; religion; ethnicity; age; gender; marital status; national origin; ancestry; sexual orientation; genetic information; disabled veteran status; veteran status; physical or mental disabilities (including learning disabilities, mental retardation, past/present history of a mental disorder); and prior conviction of a crime.
8. The Department of Labor has set rules about defining an intern and a volunteer, and compensation. Please [review these rules](#) to determine your organization's compliance with the Federal Labor Standards Act.

Criteria for Determining the Professionalism of Full-time Jobs

The criteria outlined below define how full time jobs are evaluated to ensure that all opportunities are professional in nature.

1. The opportunity must be career-related and use elements from a student's college education.
2. A college degree must be required. Consideration will be given to career-related opportunities in specific fields that provide professional experiences for which a four-year degree may not be required.
3. The opportunity should exist for the job to serve as a building block for advancing in a given field by providing skills and experience requisite for that field.
4. There should be no expenses accrued by the applicant in order to be employed.
5. Opportunities must be open to all students. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment) or any other unlawful factor. In Connecticut, protected class characteristics include: race; color; religion; ethnicity; age; gender; marital status; national origin; ancestry; sexual orientation; genetic information; disabled veteran status; veteran status; physical or mental disabilities (including learning disabilities, mental retardation, past/present history of a mental disorder); and prior conviction of a crime.
6. The Center for Career Development reviews the web sites and job descriptions of all organizations participating in the Center's programs or services. The Center reserves the right to contact the organization and request additional information to evaluate whether the opportunity meets the aforementioned criteria. If there is any question regarding the validity of the criteria, the Center reserves the right to refuse the organization access to any program or service. Companies may appeal the decision by the section "Process for Reporting Concerns" outlined in section VIII.

Recommendations for Employers Regarding Extending Offers

The Center for Career Development requires that employers supply accurate information regarding their organization, employment opportunities, and compensation packages when extending an offer. Employing organizations are responsible for information supplied and commitments made by their representatives.

The Center for Career Development does not have specific restrictions on when offers may be extended. We do ask that employers communicate decisions to candidates within a reasonable time frame, and communicate that time frame to the candidates.

Employers are expected to refrain from any undue pressure to accept the job (including, but not limited to, rescission of offer if not accepted in less than the two-week time frame) and from rescinding on an acceptance of an offer. The Center reserves the right to end partnerships with organizations which rescind offers after student acceptances without extenuating circumstances, as defined by the Center.

Process for Employers Reporting General Concerns

The Department welcomes you to share with us any concerns you may have pertaining to recruiting on campus. Listed below are the recommended steps to bringing a concern to our attention. Please provide your concern via email to the Director, Corporate Partner Relations at recruiting@uconn.edu. Concerns should be outlined as concisely as possible so we may garner a full understanding of the issue.

The following action will be taken to fully research your concern and address the issue:

1. The matter will be fully investigated by the Director, Corporate Partner Relations and team associates.
2. After review, the Corporate Partner Relations team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the Corporate Partner Relations team may decide to escalate the issue to the Executive Director and the Leadership Team of the Center, or if it is concerning a student, the Dean of Students.
3. As a determination is made, the Director, Corporate Partner Relations will provide to the employer in writing the decided course of action that was prescribed to resolve the concern.

Process for Students Reporting Concerns About an Employer

Students have the right to direct concerns about an employer to the Center's attention. The following is the course of action that will be taken:

1. Students must provide in writing any concerns about an employer to the Director, Corporate Partner Relations. The matter will be fully investigated by the Director and the Corporate Partner Relations team.
2. Depending on the severity of the complaint, the Center for Career Development reserves the right to block the employer immediately from programs, services, or events until an investigation occurs.
3. The employer in question will be notified that a concern has been filed with the Center and will be asked to provide their interpretation of the circumstances in writing to the Director, Corporate Partner Relations for review.
4. After review, the Corporate Partner Relations team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the Corporate Partner Relations team may decide to escalate the issue to the Associate Vice Provost and Executive Director, Center for Career Development.
5. As a determination is made, the Director, Corporate Partner Relations will provide to the employer in writing the course of action prescribed to resolve the concern.
6. The student who initially raised the concern will receive in writing the resolution to the concern from the Director, Corporate Partner Relations.
7. The Center reserves the right to deny employers access to programs, services, or events at any time should there be any reasonable doubt about the business or employment practices of any employer or representative of the employer. Depending on the severity of the student complaint, this revocation may occur prior to any investigation.

Process for Employer Reporting Concerns About a Student

Employers have the right to direct concerns about a student to the Center's attention. The following is the course of action that will be taken:

1. Employers must provide in writing any concerns about a student to the Director, Corporate Partner Relations. The matter will be fully investigated by the Director and the Corporate Partner Relations team.
2. The student in question will be notified that a concern has been filed with the Center and will be asked to provide their interpretation of the circumstances in writing to the Director, Corporate Partner Relations for review. Due to FERPA and student privacy laws, the correspondence between the Center and student cannot be shared with anyone else.
3. After review, the Corporate Partner Relations team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the Corporate Partner Relations team may decide to escalate the issue to the Associate Vice Provost and Executive Director, Center for Career Development and Dean of Students, if the student has broken a Code of Conduct within the University.
5. As a determination is made, the Director, Corporate Partner Relations will provide to the employer and student in writing the course of action prescribed to resolve the concern.
6. Any decisions or actions taken by an employer during the student's time of employment is up to the discretion and policies of the workplace, as agreed to by the student. This includes a student breaking workplace codes of conducts, contracts, or policies.

Appendix A

Employer eligibility matrix

Type of Organization	Description	Eligibility
Third-party recruiters	Recruitment specific to occupations in specialty areas (ex: nursing or tech) or otherwise	All services except résumé books on Handshake. Third-party recruiters looking for temporary physical labor are ineligible.
Online job search sites	Organizations that have online web sites that either post positions on behalf of another organization or data mine employment listing sites	Case by case basis
Promotional or campus representatives or recruiters	Student is an employee of the company, hired to conduct promotion on or off campus	Only eligible if positions are paid
Multi-level marketing or independent sales companies	Student is required to buy goods as part of employment or recruit other students for employment	Ineligible for all services
Organizations that provide employment on commission base only	No base salary – only sales commission	Ineligible for all services
Independent student-run employment organizations	Student may/may not have to purchase supplies and reconcile earnings with parent company	Ineligible for all services
Home-based or virtual internships	Student telecommutes or works remotely with no requirement to report to an office or workspace	Only if employer agrees to virtual internship policies (contact the Center)
Home-based or telecommuting full-time employment	Student telecommutes or works remotely with no requirement to report to an office or workspace	Eligible for all services