

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 Corporate Partner Relations Team at the Center for Career Development aligns with employers nationwide to assist with their recruiting goals 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 at the Storrs campus, and active at all regional campuses: Avery Point, Hartford, Stamford, and Waterbury.

Programs and Services Offered

Career Counseling

The Center for Career Development offers one-on-one coaching 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, Summer or Winter inter sessions.

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 connects employers to students and students to on-campus interviews, info sessions, career fairs, internships, co-ops and open positions.

Practice Interviews

The Center for Career Development offers practice interviews for students both in person and virtually, conducted by our Career Coaches (CIs), who then offer feedback to the students to help them hone their interviewing techniques.

On-Campus Interviewing (OCI)

On-campus interviewing enables employers to interview UConn students on campus, providing opportunities to directly recruit UConn students for job openings. It also alleviates interview transportation barriers for candidates. OCIs take place in the Wilbur Cross Building in the Career Center office. 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. Career fairs are hosted across a variety of regional campuses throughout the academic year. The Storrs campus hosts Fall (STEM and All Major) in September, an Internship & Co-op Fair and Careers for the Common Good Fair in February and the Spring Career Fair in late March. The Stamford Campus hosts a Fall and Spring Career Fair, and the Hartford Campus hosts a Winter Break career fair. In addition, the Avery Point and Waterbury campuses host smaller scale career events.

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. The Storrs campus hosts this career fair at the end of February.

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 Conversations generally include more than one employer at a time.

Tabling Events

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

Career-Related Workshops

We offer workshops on a variety of career-related topics. Some of these are specifically for student organizations, classes, or programs; others are general and open to the entire campus. Some examples of topics we cover are LinkedIn, resume writing and more. We also host panels, with employers and/or alums on career topics relevant to students.

Eligibility for Participation

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 website with well documented information about their organization. If a website 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 candidate recruiting, interviewing, or hiring. 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, or past/present history of a mental disorder); and prior conviction of a crime.
2. Employers interacting with Handshake must abide by its privacy policies, as stated during the employer's account creation.
3. 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) "Principles 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](#).

Criteria for Employer Participation, continued

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 or the pursuit thereof. 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.

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, 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 (FLSA).

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 incurred 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, 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. Employers are also bound by individual state laws to disclose salary or salary ranges. See your individual state for specific requirements.

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.

Employers may not offer anything of value in direct exchange for a student application or interview. Items of value shall be defined as having a market value in excess of \$50. This shall not include costs associated with transportation or accommodations for an interview.

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 (CPR) and team associates.
2. After review, the CPR team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the CPR 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 CPR Director will provide to the employer in writing the decided course of action that was prescribed to resolve the concern.

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 (CPR) 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 CPR Director 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 CPR team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the team may decide to escalate the issue to the Associate Vice Provost and Executive Director, Center for Career Development and/or the Dean of Students, if the student has broken a Code of Conduct within the University.
5. As a determination is made the CPR Director 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.

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 (CPR) 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 for review.
4. After review, the CPR team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the 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 CPR Director 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 CPR Director.
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.

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 on Handshake, provided the agency includes the client's name in the job posting. 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 basis 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 internships or full-time employment	Student works at a private residence and is supervised and/or paid directly by the resident.	Ineligible for all services
Organizations relying on outside door-to-door sales or solicitation	Student is required to go physically from door-to-door of homes or businesses as a primary function of the sales model.	Eligible for job posting; ineligible for on-campus-interviews and career fairs