

University of Wisconsin – Stout

Career Services Office

Employer Recruiting Guidelines

July 2015

Introduction

The Career Services Office at the University of Wisconsin – Stout adheres to the [NACE Principles for Professional Practice for Career Services and Employment Professionals](#) and expects employers to do the same. These principles are available on the Career Services employer webpage and the National Association of Colleges and Employers website.

It is expected that employers maintain positive, collaborative working relations with UW-Stout Career Services staff, including cooperation with guidelines and procedures, providing job/company information and data requested, providing hiring data as requested and maintaining the confidentiality of student data as outlined in the [Family Educational Rights and Privacy Act \(FERPA\)](#). Employers that violate FERPA regulations will lose access to UW-Stout Career Services.

Employer representatives are expected to support UW-Stout Career Services guidelines throughout all interactions with students. Of course, UW-Stout Career Services team welcomes employer feedback and input on guidelines at any time. These guidelines are reviewed and updated biannually.

UW-Stout Career Services is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. We expect all employers to comply with U.S. and Wisconsin employment laws and we recommend including an EEO statement with all job descriptions.

Professionalism Guidelines

All employer representatives must maintain a professional and ethical recruiting demeanor throughout all interactions while on the UW-Stout campus or in the community during a recruiting visit.

Job Postings

- Job postings must be actual, current openings for professional (those preferring or requiring a degree and supported by our current majors), Cooperative Education experiences (co-op) or local student positions.
- Employer job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity, contact information and how candidates should apply.
- Employers who require students/graduates to purchase products/services contingent upon their employment (i.e. membership fees; startup fees; fees for lessons; portfolios or placement fees; or the purchase of tools, samples or sales kits) will not be eligible for service at UW-Stout. Employers who require students to deposit monies for business materials will be allowed service provided they have a clear refund policy and clearly articulate the terms of employment to students/graduates. The decision to provide service will be made on a case-by-case basis by the Career Services.
- Employer job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, hateful, embarrassing or offensive to another person or entity.

- Employers may not use job postings or e-mails to post advertisements or solicitations for employment in the pornography industry or to post pyramid schemes.
- Employers may not use job postings or e-mails to post false, inaccurate, or misleading information.
- UW-Stout Career Services does not post (or provide resume referrals) for unpaid co-ops or professional employment.
- UW-Stout Career Services will review the employer's website and each position description (whether a job posting or for an on-campus interview schedule) for appropriateness and content. UW-Stout Career Services reserves the right to remove any job postings and position descriptions without notice or explanation to the employer.

Resume Access

Employers have access to student resumes and can create resume books when actively recruiting for a position(s) within the CareerLink system of students that have indicated agreement to have the resume included in a resume book. Employers agree to maintain the confidentiality of student data as outlined in FERPA. 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.

On-Campus Interviewing

- On-campus interviews are conducted in the Career Services Office during the academic school year, 8:00 a.m. – 4:00 p.m., Monday through Friday, except for official university holidays and scheduled breaks. Generally, the Career Services Office can accommodate up to seven (7) interview schedules/rooms per day. Interview dates and schedules are available on a first-come, first-serve basis.
- Due to the high volume of employers attending our career conferences each year, interview locations and times may vary.
- Only direct hiring organizations, seeking candidates for Cooperative Education experience (co-op), and professional employment (preferring or requiring a degree) may conduct scheduled on-campus interviews.
- Employers should inform students in advance of any testing during the on-campus interview process, the purpose of the tests, and their policies regarding disclosure of test results.
- Employers must notify each candidate if a drug screen will also take place during the interview. Only a saliva screen is allowed in the Career Services Office.
- UW-Stout Career Services will not proctor any pre-employment testing.
- All employers participating in our on-campus recruiting program are required to post their interview schedule and position descriptions through the CareerLink database.
- UW-Stout Career Services reserves the right to refuse the on-campus interview service to any student/alumni, hiring organization and/or individual recruiter.
- For proper sign up and advertising time, please contact us at least 4 weeks prior to interview date(s) to allow for promotion to students.

Cancellation

Just as UW-Stout Career Services requires students to provide a cancellation notice, UW-Stout Career Services also requests recruiters to provide a minimum of 48 hour notice if they are unable to participate in On-Campus Interviews.

Confidentiality

All materials received from our students (letters, resumes, transcripts, via email or hard copy, portfolio images and artwork, etc.), should be shared only with those persons at your organization involved in the hiring process.

Recruiting Expectations

Non Discrimination/EEO

UW-Stout Career Services fully supports the principles of inclusion, diversity, and equality in all of the institution's endeavors. UW-Stout Career Services definition of diversity is broad, including, but not limited to: gender, race, ethnicity, sexual orientation, sexual identity, socioeconomic status, disability, veteran status/military service, age, and religious belief. If employers wish to maintain equal opportunity employment for all candidates it is strongly recommended that the position is also posted with career services for all potential candidates to consider.

3rd Party Recruiters

UW-Stout Career Services allows services to 3rd Party Recruiters. 3rd Party Recruiters are agencies, organizations or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs. [Please see our full services sheet for details.](#)

Alcohol

Use of alcohol at any time during the recruitment process is not permitted, on or off campus.

Non University Recruiting Organizations in the Memorial Student Center (MSC)/Other Campus Building

UW-Stout Career Services has established guidelines regarding sponsorship of non-university organizations whose primary purpose is the recruitment of students for either professional or co-op/internship positions requiring or preferring a college degree. [Please see our full guideline for details.](#)

Offer Expectations

UW-Stout Career Services recognizes that employers have certain constraints in the flexibility they have to accommodate student needs, but we ask employers to refrain from presenting exploding offers, which exert undue pressure on students by making offers with unreasonable time limits or time-sensitive penalties. UW-Stout Career Services recommends 2 weeks for offer consideration; and we consider less than 24 hours unethical. We believe students should have the opportunity to explore options to make responsible and well-informed decisions about employment offers. We want employers to hire the best candidates and for our students to obtain the best opportunities. [For further information, please review the Reasonable Offer Guidelines from NACE.](#)

Exploding Offers/Excessive Pressure

In addition to allowing students to fully participate in On-Campus recruitment opportunities before making a decision, employers should not make offers or pressure students to accept “early” offers by: eliminating the offer based on a response of less than 24 hours, attaching incentives involving diminishing bonuses, reducing options for location preferences, etc.

Rescinding Offers

On rare occasions, rescinding an offer becomes necessary. Prior to contacting a student, UW-Stout Career Services must be contacted to discuss the circumstances of the rescinded offer. If a student rescinds an acceptance, please contact the Career Services office. Employers who cannot avoid rescinding or deferring employment offers should carefully review and follow NACE recommendations issued in the [Rescinded and Deferred Offer position statement](#). UW-Stout Career Services encourages employers to consider every alternative before revoking an offer of employment.

Timely Communication

Employers should contact students within the time specified during the campus visit. An e-mail or brief phone call showing continued interest are the best ways to keep qualified candidates interested in an organization. UW-Stout Career Services has found that many students interpret silence to mean that employers are no longer interested in them. Employers should notify students as soon as possible if they are no longer under consideration for employment.

Consequences – Loss of recruiting privileges

Violations of UW-Stout Career Services Employer Recruiting Guidelines, misrepresentation of opportunities, failure to disclose fees and/or failure of adherence to NACE Principles of Professional Practice for Employment Professionals may result in loss of UW-Stout recruiting privileges for a minimum of 1 year for an organization or individual recruiter. In addition, employers that violate FERPA regulations will lose access to UW-Stout Career Services.

Faculty/Staff Referrals

Employers often think to contact faculty/staff in hopes they will identify students who would be strong candidates for positions. At first, it seems harmless to provide names of students. However, there are potential legal and ethical pitfalls.

If faculty/staff refer a few individuals to employers without publicizing the position to all students who may be qualified, then the employer is not maintaining “a fair and equitable recruiting process.” Faculty/staff who identify individual students for employment on a “regular” basis may be considered an “employment agency” for purposes of compliance with equal employment opportunity laws.

For example, if it appears as if the faculty/staff member is referring only male students or only minority students, there may be charges of discrimination. If employers wish to maintain equal opportunity employment for all candidates it is strongly recommended that the position is also posted with Career Services for all potential candidates to consider.

[NACE Legal Advice on Referrals](#)

NACE Principles of Professional Practice

Within this document multiple references are made to the NACE Principles of Professional Practice – below is a link to the entire document. Please refer to or save a copy for your review.

[NACE Principles of Professional Practice for Career Service and Employment Professionals](#)

Complete Reference Articles, Documents and Resources

[NACE Principles for Professional Practice for Career Services and Employment Professionals](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[3rd Party Recruiter Services Details](#)

[Non-University Sponsored Recruitment on Campus \(MSC/Academic Buildings\)](#)

[NACE Reasonable Offer Guideline](#)

[NACE Rescinded and Deferred Offer Position Statement](#)

[NACE Legal Advice on Faculty Referrals](#)

[UW-Stout Employers Page](#)

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Learn more at www.uwstout.edu/careers

UNIVERSITY OF WISCONSIN – STOUT
CAREER SERVICES OFFICE
ON-CAMPUS INTERVIEWING FOR EMPLOYERS

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- Employers should inform students in advance of any testing during the on-campus interview process, the purpose of the tests, and their policies regarding disclosure of test results.
- Employers must notify each candidate if a drug screen will also take place during the interview. Only a saliva screen is allowed in the Career Services office.
- All employers participating in our on-campus recruiting program are required to post their interview schedule and position descriptions through the CareerLink database.
- Career Services reserves the right to refuse the on-campus interview service to any student/alumni, hiring organization and/or individual recruiter.
- For proper sign up and advertising time, please contact us at least 4 weeks prior to interview date(s) to allow for promotion to students.

Cancellation

Just as we require students to provide cancellation notice when they meet with employers, we also require recruiters to provide a minimum of a 48 hour notice if they are unable to attend an event or On-Campus Interviews.

Confidentiality

All materials via email or hard copy received from our students (letters, resumes, transcripts, portfolio images and artwork, etc.) should be shared only with those persons at your organization involved in the hiring process.

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UNIVERSITY OF WISCONSIN – STOUT

CAREER SERVICES

SERVICES PROVIDED TO 3RD PARTY RECRUITERS

Definition: 3rd Party Recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities **other than for their own needs**.

1. 3rd Party Recruiters must adhere to the NACE Principles for Third-Party Recruiters and may recruit UW-Stout students and alumni at the discretion of the Career Services Office. Candidates may not be charged fees for the services. Recruiting activities are listed below, all other services are reserved for employers.
 - 1.1 If a 3rd Party Recruiter is seeking employees for their own agency, they are considered an employer and will be extended the same services as any other employer, including participation in Career Conferences and On-Campus Recruitment. However, that 3rd Party Recruiter shall not use candidate information for any other employer and are expected to comply with NACE Principles for Employment Professionals.
2. 3rd Party Recruiters can:
 - 2.1 List job opportunities in the job vacancy lists once they have created a profile in CareerLink. When possible, the term “3rd Party Recruiter” will be listed next to the company’s name.
 - 2.2 List Co-op opportunities, however, 3rd Party Recruiters must disclose the name of the specific employer represented on Co-op postings.
 - 2.3 3rd Party Recruiters can also access a 3rd Party Recruiter resume book, wherein the student/alumni specifically approved having 3rd Party Recruiters view their resumes.
 - 2.4 UW-Stout reserves the right to request a written statement which includes the name of the organization and the position title the 3rd Party Recruiter is recruiting for, AND the name and contact information for a representative of that organization.
3. Career Services Office restricts access to 3rd Party Recruiters participation in Career Conferences or participate in On-Campus Recruiting.

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Non University Recruiting Organizations in the Memorial Student Center Guidelines

The following guidelines have been established with Career Services regarding sponsorship of non-university organizations whose primary purpose is the recruitment of students for either full time or co-op/internship positions requiring or preferring a college degree.

1. **Non-university recruiting organizations must be sponsored by Career Services. Organizations may include military, hotels, business, industry, etc.**
2. **The requesting organization is responsible for full payment of all fees associated with their reservation.**
3. **A copy of the reservation is also provided to the Recruitment Coordinator in the Career Services Office.**
4. **A maximum of two Memorial Student Center reservations per recruiting organization will be allowed in any given semester.**
5. **The recruiting organization must display a sign that Career Services is sponsoring them. This is to be monitored by the Student Center.**

Unfortunately, organizations not on campus to recruit for either full time or co-op/internship positions will not be sponsored by Career Services. Such organizations are subject to the rules, regulations, and judgment of the Memorial Student Center if a reservation is permitted.

Career Services

University of Wisconsin-Stout

103 Administration Building

www.uwstout.edu/careers

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