RECRUITING POLICIES AND GUIDELINES

The Center for Career Development at The University of Tennessee (UT) is a comprehensive career planning and employment center for students of all majors and classifications at the University of Tennessee, Knoxville. We provide resources to assist students with their career development and job preparation. We also provide an array of services to employers across all industries. Our staff can connect you to candidates through career fairs, on-campus interviews and online job postings via HIRE-A-VOL.

As a member of the National Association of Colleges and Employers (NACE), the professional association to facilitate the employment of the college educated, we utilize NACE's Principles for Professional Practice as a framework and foundation for our center's career exploration and outcomes processes. We expect employer recruiting at UT to also abide by these principles and all applicable federal, state, and local Tennessee rules and regulations.

By posting in Hire-A-Vol and utilizing on-campus recruiting resources, employers agree to abide by these policies and procedures and to respond to reports of noncompliance.

Hire-A-Vol Postings and On-Campus Recruiting Policies

Hire-A-Vol

UT Hire-A-Vol is a web-based portal for publicizing full-time, part-time, seasonal, and short-term positions and other recruiting activities for all employment industries and sectors. All postings should adhere to the following:

- Post only bona fide jobs and internships. NOTE: Donation requests, investment opportunities, items/services for sale, or opportunities requiring purchases and/or disclosure of private financial and identification information (i.e., bank accounts, Social Security Numbers) at the time of application may not be posted.
- Accurately describe the organization, position and position requirements.
- Follow all policies and procedures of the university and the center, the compliance standards of the Equal Employment Opportunity Commission, and other state and federal employment regulations.

Internships

Internship postings should meet the NACE definition and criteria for internships and adhere to the Department of Labor's Fair Labor Standards Act (FLSA). We encourage all employers posting unpaid internships to closely review both the above documents and the NACE Position Statement: Unpaid Internships.

Third-Party Agents & Agencies

Individuals and agencies recruiting on behalf of other organizations must comply with these additional recruiting policies:

- State in the job description that they are a third party or temporary employment agent/agency.

- Any fees assessed by the agent/agency will be paid by the client organization or the employer they represent NOT by student candidates.
- Disclose client names to Center for Career Development.
- Agree that they or their client will not provide student resumes to any other party without the student's written consent. Failure to comply with this is a violation of Family Educational Rights and Privacy Act (FERPA).
- Agree to follow the National Association of Colleges & Employers (NACE) guidelines pertaining to Third Party Recruiters.
- May not access Resume Books.
- Participation in On-Campus Recruiting, Elite Partners Program, and Career Fairs is on a case by case basis.

Equal Employment Opportunities

Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following practices:

- Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request
- Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability
- Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process
- Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
- Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals
- Investigating complaints forwarded by the Center for Career Development office regarding EEO noncompliance and seeking resolution of such complaints

Additional EEO Resources:

- Federal Laws Preventing Discrimination Q&A
- Laws and Guidance
- Americans with Disabilities Act
- Workplace Laws Not Enforced by the EEOC

Work Authorization, Visa Status and Citizenship

The Immigration and Nationality Act prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. By posting in Hire-A-Vol the organization agrees to comply with all applicable equal employment opportunity laws, including the anti-discrimination provision of the Immigration and Naturalization Act. For more information see the Department of Justice's Best Practices for Online Job Postings.

Job Offer Guidelines

NACE Principles for Professional Practice states the following regarding job offers:

- Employment professionals will refrain from any practice that improperly influences and affects acceptances; such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.
- Employment professionals will provide 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.

Alcohol

In compliance with the University of Tennessee Alcohol Policy and NACE Principles for Professional Practice, serving alcohol should not be part of the recruitment process on or off campus.

Confidentiality

In accordance with the Department of Education's Family Educational Rights and Privacy Act (FERPA), 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.

On-campus Interviews and Event Cancellations

As a professional courtesy to the center and our students, we ask recruiters to provide advanced notice (a minimum of 24 hours) should they need to cancel or reschedule on-campus interviews or event attendance.

Rights of Refusal

The Center for Career Development reserves the right to refuse service to organizations or individuals based upon the center's sole discretions and specifically due to any of the following:

- Requirement of personal information at the time of application, such as bank and social security numbers
- Misrepresentation, whether defined by dishonest information or absence of information
- fraud
- Harassment of UT Knoxville students, alumni, or staff
- Breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA)
- Failure to adhere to Center for Career Development employer guidelines
- Any violation of University of Tennessee rules and regulations
- Any violation of local, state, or federal laws

Exceptions to Policies and Guidelines

The Center for Career Development reserves the right to make exceptions to these policies and guidelines as warranted by special circumstances, i.e., in certain situations deemed to be acceptable and

beneficial to our students, the Center for Career Development, the university, or recruiters using our services. Such exceptions will be considered on a case-by-case basis. Please note that any exception made does not constitute a change in policy, nor is there a guarantee that this same decision will apply in the future.

Additional NACE Resources:

- NACE Guidance on Legal Issues
- NACE Guidance on Ethical Issues
- National Association of Colleges & Employers (NACE) Principles for Professional Practice: User Guide