

Employer Guidelines

The University of Texas at El Paso's (UTEP) Career Center is a centralized function that is responsible for administration of employer recruitment activities for the Woody L. Hunt College of Business, Colleges of Education, Engineering, Health Sciences, Liberal Arts, Science, Nursing, the School of Pharmacy, and the Graduate School.

The University Career Center works to connect students and alumni with employers who have bona-fide employment opportunities. Employers or their representatives who wish to recruit at UTEP must register with the University Career Center via [Handshake](#) and abide by the policies, rules and regulations governing the recruitment of students. Employers who fail to do so may be barred from conducting future recruitment activities on university property. This responsibility is detailed in the [University's Handbook of Operating Procedures, Section II, Chapter 8](#).

Job Listings

Job listings are posted in an online database called [Handshake](#) which include part-time, full-time, internship, co-op, on-campus employment, and professional listings. Job listings are accessible to currently registered UTEP students and graduates/ alumni.

The following are **not** considered "employers" and, therefore, are not eligible to participate in job listings, career fairs, on-campus interviewing, résumé referrals, employment presentations, or sponsorships for on-campus recruitment activities:

- Network or affiliate marketing agencies
- Multi-level marketing agencies
- Home-based business franchises
- Organizations or companies with a residential or apartment addresses instead of an official business establishment
- Employers unable or unwilling to provide written documentations of registration with a Better Business Bureau
- Third-party agencies such as search firms and placement services.

The University Career Center subscribes to the National Association of Colleges and Employers (NACE) guidelines for ethical practice. For additional information see [NACE Principles for Ethical Professional Practice](#). In addition, the University Career Center adheres to the Family Education Rights and Privacy Act (FERPA). For information about FERPA as it relates to the disclosure of student information, visit [FERPA Primer: The Basics and Beyond](#).

Solicitation Policy

According to [UT System Regents Rules and Regulations](#), solicitation of products and services is prohibited on campus. "Solicitation" includes, selling, marketing, or promoting outside products or services on the campus. Violation of the UTEP Solicitation Policy may result in the removal/ban of the organization from campus. Employers may not:

- Set up tables or congregate in any public space on the UTEP campus including any property, street, sidewalk, building structure or facility owned by the UT System. Please be aware that the UTEP Career Center will not sponsor any activities outside our normal recruiting events (on-campus interviews, career fairs, information sessions).
- Students and student organizations may not work on behalf of employers, to coordinate recruiting events or schedule interviews. Student organizations are not allowed to host, or co-sponsor, information sessions or any other recruiting events without notifying the UTEP Career Center. The Career Center will only work with full-time, permanent employer representatives to schedule campus visits and information sessions.
- Hanging or distributing any recruiting posters, signs, or flyers without the consent of the UTEP Career Center is prohibited.

No Alcohol During Recruiting Policy

In accordance to NACE Principles for Professional Conduct, serving alcohol to job candidates is inappropriate and inadvisable. The UTEP Career Center, supports the "No Alcohol in Campus Recruiting" principle established by NACE.

The principle states, "serving alcohol should not be part of the recruitment process on or off campus including receptions, dinners, company tours, etc." Having an open bar, a paid bar, or holding a recruiting event in a bar is inappropriate. Given the problem of alcohol abuse on college campuses, serving alcohol at a reception or dinner sends the wrong message. Further, many college students are younger than the state's drinking age (21), and many college campuses now have a zero-alcohol tolerance policy in effect. Therefore, serving alcohol could be in violation of a state's law and a school's policy.

Nondiscrimination Policy

Employers and their representatives must comply with UTEP's nondiscrimination policy and all federal and Texas State affirmative action and equal employment regulations, including SB 17. Any organization that does not adhere to this policy can be denied use of our services. The University Career Center reserves the right to deny an employer, agency, or recruiter access to our services.

The University Career Center reserves the right to investigate complaints by students about employers or jobs posted through our office. If we determine that a complaint is justified, the University Career Center may choose to deny services to the employer involved. The Director will notify the employer in writing should a situation result in this type of decision.

Job Postings

The University Career Center reserves the right to determine the eligibility of a posting, edit the posting, and to delete postings deemed unsuitable for our students. We will not post jobs that appear to discriminate against race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

Positions requiring a fee for training or participation in a work experience or for any other reason are unacceptable and will not be posted. Any position that does not support the interests of UTEP or its students will not be posted.

The University Career Center will NOT post a position if:

- The information provided by the employer is insufficient, incomplete, or unverifiable
- The position is posted by a third party (see section on Third Party Employment Services)
- The full-time/part-time jobs or internships do not provide transferable skills related to a degree or field
- The position is non-paid and fails to meet the Department of Labor's Rules governing unpaid internships ([Learn more](#))
- The position is non-paid and offers no experiential learning opportunity for the student
- The position is sponsored by individuals or organizations to set up the student's own business for the purpose of selling products or services, and/or the recruiting of other individuals to set up their own businesses
- Postings whose application processes ask students to use their social media profiles or release information associated with their social media profiles (e.g. number of friends on Facebook, number of followers on X, formally known as Twitter)
- The position is compensated in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others
- The position involves on-campus solicitation or on-campus sales. Solicitation of any kind is prohibited by [The UT Systems Board of Regents Rules](#).
- The organization requires an initial payment or investment, or account balance, or similar fiscal requirements with the organization itself serving as an umbrella or parent corporation. Investments may include, but are not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase, rent, or place a deposit on a starter kit, sales kit, samples, or presentation supplies
- Housing is the sole form of compensation offered in exchange for work
- The work assignment interferes with or negatively affects the academic progress of the student, or requires or encourages a student to discontinue his/her academic program of study
- The position is of a nature that is not appropriate for the student body or that has previously not been in compliance with the office's rules, policies or procedures

Other positions that fall under the service industry, and that are **not** considered professional, student, or post-graduate employment opportunities (i.e. babysitting, caregiver, nanny, landscaping, bartender, housekeeper, etc.) will be reviewed and considered on a case-by-case basis depending upon the type of position and requirements expected.

The University Career Center does **not** provide background checks on students and does **not** set any conditions of qualifications of the candidates. We recommend due diligence in screening and on-boarding new hires.

Employer Account Review Process

To create a successful Handshake employer account, employers must:

- Complete all required sections.
- Provide as much information as possible to help students research and learn about the organization and opportunity.
- Provide a professional website and matching contact domain email address (e.g., no personal, Gmail, or Yahoo accounts allowed).
- Must be a recognized business and provide a verifiable business address.

Direct-hire employers who keep actual or anticipated bona-fide employment opportunities may post entry-level positions, career-related internships, cooperative education, and part-time and full-time positions. A bona-fide employment opportunity is defined as a career opportunity salaried (not 100% commission-based) and does not require the candidate to pay a fee for training, purchase a membership and/or product, or is compensated in a non-monetary form.

Experiential learning opportunities (internships, co-operative education, etc.) must be paid or compensated, if they are not for credit.

Non-paid, for-credit, internships must be arranged by the student with his/her academic department.

On-Campus Interviews

The University Career Center seeks to provide employers with appropriate and timely services. Accordingly, employers are asked to follow these guidelines:

- Create an employer profile and read/acknowledge the Recruitment Policy Statement.
- Schedule on-campus interviews in [Handshake](#)
* Career Fair Interviews must be requested at recruit@utep.edu
- Provide advance notice of at **least three weeks** for an on-campus recruiting visit.
- Plan on-campus interviews with the following timeframes in mind:
 - Fall: September through November
 - Spring: February through April
 - Employers are discouraged from visiting campus when it is closed, Dead Day, Finals week, Spring Break, and Holidays

University facilities and technology are reserved for the use of interviewing UTEP students.

Information Sessions & Tables

Promote your organization by setting up an information session or table in a high traffic area on campus or in a specific academic college if you are targeting particular majors. All requests must be submitted at **least three weeks in advance.**

- Organizations that request on-campus recruitment visits **MUST** be recruiting for bona-fide employment opportunities.
- No more than two information sessions or tables per month/per employer
- Information Sessions or Tabling will be restricted to designated areas and the assigned table cannot be relocated without prior approval from the Career Center
- No marketing materials should be left behind or distributed around campus
- Information Sessions or Tabling must not extend beyond twenty (20) feet of the assigned area
- Jobs and internships must be posted in Handshake
- No product(s) will be brought onto the campus to solicit student purchases (see UT System Solicitation Policy)
- Set-up and rental fees may apply depending on your campus location and needs
- Sessions or Tabling will not be allowed for employers promoting compensation in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others
- Guests are not allowed to alter room or tabling setup without prior approval from UTEP; any modifications to furniture or room layout will incur charges. UTEP is not responsible for any injuries resulting from guests moving tables, chairs, or accordion walls.

Table Cancellation/No Show Policy requires that an organization provide the University Career Center with at least **24 hours advance notice** of a cancellation. If sufficient time is not given, or the organization is a “no show,” a \$30.00 cancellation fee will be assessed to your organization. The fee must be paid prior to returning to campus for other recruitment events. No-shows or cancellations count towards the two-visit limit per month.

Résumé Referrals

The University Career Center can help you develop a pool of candidates for specific positions. The pool is based on general criteria, identified by the employer as job-related, such as major, classification, academic level (Bachelors, Masters, Doctoral), and Grade Point Average (GPA). **To ensure fairness to all students with similar qualifications, the University Career Center will not rank or otherwise screen students within the pool.**

Résumé are considered educational records subject to [FERPA Regulations](#) intended for the sole purpose of the position posted and cannot be released to other parties unless express written consent is given by the student.

Career Fair Payment and Participation Policy

Employers must adhere to the following guidelines, as it pertains to career fairs:

1. Employers are welcome to bring literature or other handouts

2. Only employers and organizations participating in our career fairs will be eligible to request on campus activities during the week of the designated fairs:
 - Career EXPO
 - Spring Career Fair
 - Local Internship & Part-Time Job Fair
3. An administrative charge (up to \$50.00) will be added to the registration fee if the registration amount is not paid within three months of the day of the event
4. The University Career Center reserves the right to deny participation to employers
5. The University Career Center is not responsible for materials not picked up by carriers after an event, or not delivered to their next destination on time

Career Fair Cancellation Policy - Submission of the on-line registration acknowledges the organization's financial obligation for all fees associated with their registration. If payment is not received by the registration deadline, registration for the event is subject to cancellation. Special arrangements for cancellation and/or changes must be submitted in writing prior to the cancellation date. **Outstanding balances may prevent the organization from future recruitment at the university.**

Employers that have outstanding balances owed to the University Career Center will not be allowed to recruit on campus until the outstanding balances are paid in full or arrangements are made for payment. Recruiting on campus includes career fair registration, job posting, on-campus interviews, tabling, information sessions, and other events.

Reason for Revoking Services

The Career Center reserves the right to deny or revoke services to any organization at any time. Common reasons for denying or revoking services include, but are not limited to:

- Failure to adhere to office or university policies or any violation of local, state, and/or federal laws
- Misrepresentation or absence of information related to employment or internship positions, services or products offered, etc.
- Complaints by students, alumni, faculty, or staff
- Harassment of students, alumni, faculty, or staff
- Breach of confidential or protected information, and failure to respond in a timely manner to office requests for information

Third Party Employment Services

The University Career Center does **not** post job listings, refer résumés, allow participation in career fairs, or other on-campus recruitment events to third party employment services.

Definition: Third Party Employment Services (TPES) are agencies, organizations, or individuals recruiting candidates for employment opportunities for clients and receive compensation for placement of the candidate, either from the candidate or the employer.

Further criteria to define third party recruiters: (1) the party listing the vacancy may or may not reveal the name of the employer who has the vacancy, and (2) the party listing the vacancy is not the employer but

is acting as an agent for the employer. Inasmuch as a TPES does not release the names of its client employers, and because the University Career Center can neither research TPES nor hold such agencies accountable under the Code of Ethics of the Southwest Association of Colleges and Employers, TPES will not be allowed to recruit at UTEP.

UTEP Student Job Offer Policy

Organizations who post jobs, attend a career fair, or recruit at UTEP via the University Career Center must adhere to Equal Employment Opportunity (EEO) guidelines and the National Association of Colleges and Employer Principles for Ethical Professional Practice.

This policy is intended to provide UTEP students with enough time to make an informed and thoughtful decision about their career plans, internships or full-time offers.

Employers extending job offers to students from The University of Texas at El Paso (UTEP) are asked to provide students with a minimum of two weeks, after a written offer is extended, to consider and respond to an internship or full-time job offer.

Summer interns who received full-time offers from their internship employer should have until October 15th to accept or decline the offer, or a minimum of two weeks– whichever is later. Further, to minimize reneges or declines after a job offer is accepted, we encourage you to leave job offers open until November 1st in the Fall and March 31st in the Spring. This will provide the student with time to identify housing options, conclude ongoing recruitment with other employers, and carefully consider his/her options.

When making offers to students, we recommend that the offer come in writing (email/letter) and include:

- Position title
- Salary
- Benefits
- Location
- Anticipated/Expected starting date
- Any Bonuses
- Other pertinent information, for example: the start of the offer timeline

Organizations are responsible for all representations and offers made to UTEP students by their representatives/recruiters.

The UTEP Career Center expects all employers to refrain from “exploding” bonuses and job offers that require an on-the-spot or very time-constrained response. These practices are not recommended as students might make decisions that are not fully informed and may have unintended results.

Additionally, if a student has already accepted a job offer from another organization or has decided to pursue an advanced degree, we discourage recruiters from knowingly pressuring the student to consider other opportunities.

Again, employers recruiting at any UTEP events are encouraged to be familiar with and abide by the widely accepted National Association of Colleges and Employers (NACE) Guidelines:

[NACE Principles for Ethical Professional Practice](#)

[NACE Advisory Opinion: Setting Reasonable Deadlines for Job Offers](#)

If you experience any student-related issues regarding offers/renegees, please contact the Career Center Director for a discussion.