

## **Recruiting Policies and Procedures**

Employers seeking to recruit UAS applicants for internship and jobs must adhere to Equal Employment Opportunity (EEO) guidelines, and the Policies & Guidelines outlined below by UAS Career Services.

### **Offers to Students**

UAS would ask employment professionals to refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employers will strive to communicate decisions to candidates within the agreed-upon time frame.

### **Exploding Offers**

No special incentive should be held out to induce early acceptance of an offer, nor should a student be subjected to the terms of an exploding offer. The term "exploding offer" is used to indicate a quick response time, reduction in offer package, or any other practice that puts unreasonable pressure on a student (same-day or next-day second round interviews, abbreviated deadlines for accepting offers, and/or exploding salary bonuses and offers.).

This type of offer put enormous levels of pressure on students to make decisions before they have fully contemplated the commitment to your company. Most students are not ready to make a final decision before completing all their interviews. Furthermore, students with exploding offers often call other employers in an attempt to arrange early interviews, thus inconveniencing these other businesses. The introduction of an exploding offer may force the student and the employer into a hasty decision that does not allow for a suitable hiring process.

### **Interview Rounds**

When asking students to come back for second/final round interviews, employers must attempt to accommodate students' schedules and allow reasonable time if their schedules need to be adjusted. Employers are asked to support students in upholding current commitments to academics.

### **Full Disclosure of Start Date and Basis of Compensation**

**Start Dates:** All offer letters must include an estimated start date. If employers need to delay an employment start date, reasonable notice needs to be given to the student

**Basis of Compensation:** For employers to participate in on-campus recruiting, they must offer bona fide positions that do not require new hires to pay a fee for training or other job-related expenses. Employers who compensate employees based solely on commission (i.e. without a base salary as well) must clearly disclose this information in the job description. Employers who compensate employees based on partial commissions must disclose accurate estimates of expected earnings in their job descriptions. They must also present an accurate base salary/expected first-year salary at that time.

Timely Communication: Employers are expected to keep student informed of their status in the hiring process and to communicate hiring decisions within a reasonable time frame.

### **Nondiscrimination Policy**

UAS Career Services makes its services available to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, disability, or any other basis prohibited by applicable law.

### **Consequences of Unacceptable Recruiting Practices**

Students rely on the UAS's relationship with employers to advise them and insulate them from problematic or unethical practices. To do anything other than honor this commitment would show negligence and complete disregard for the well being of students.

Note that employers knowingly violating the policies above may be denied access to any recruiting events for the following season.

### **Use of Social Networking Sites in Selection of Candidates**

Recently NACE reported that a significant percentage of employers are using social networking sites such as Facebook to screen potential candidates. As an employer participating in on-campus recruiting events, we expect you will provide a clear explanation of your selection process to potential candidates. If you consider the content of a Facebook profile in evaluating a potential employee, we request that you state this in your job description for any OCR events.

### **Confidentiality Policy**

All materials received from our students (letters, resumes, transcripts, via email or hard copy), should be shared only with those persons at your business involved in the hiring process. Forwarding these materials may only be done with permission from the student.