



UCF

**College of Business
Administration**

UNIVERSITY OF CENTRAL FLORIDA

Employer Recruiting Policy Manual

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Employer Recruiting Policy Manual

Introduction

The Office of Professional Development at the University of Central Florida (UCF) provides a comprehensive, centralized career counseling and job search assistance service for UCF College of Business students. The Employer Relations Team assists students in making informed career decisions, gaining employability skills, obtaining career related experiences, and preparing for a successful job search. The College of Business has also enacted several policies which govern employers who wish to recruit at UCF. Any questions about these policies should be directed to a member of the College of Business Employer Relations Team at cbaemployerrelations@ucf.edu.

A. Program Administration and Services

The Associate Director of Student Success and Employer Outreach, under the supervision of the Assistant Dean of Undergraduate Studies for the College of Business, is responsible for the daily management and administration of the Employer Relations team. Services include employer outreach, job development, web-based job listing services, on campus interviews, candidate résumé and employer databases, job fairs, coordination of special career events, and consultation with employers regarding recruitment strategies.

B. Student/Alumni Eligibility

Students currently enrolled at UCF are eligible to use career development and recruitment services in the Office of Professional Development, through the Employer Relations Team.

C. Student/Alumni Expectations

Students are expected to be familiar with and adhere to The College of Business policies and procedures. Students are expected to provide accurate information in career coach appointments, on résumés, and profile data entered in the career and job search management system, Knightline. Students are expected to interview only with employers with whom they are genuinely interested, and once they have accepted an offer for professional employment, are encouraged to notify the Employer Relations Team of their offer. The College of Business reserves the right to refuse service to any students who falsify information, behave in an unethical or disruptive manner, and/or knowingly violate The College of Business policies.

I. Job Listing Service Policies

The College of Business posts full-time/part-time jobs and full-time/part-time internships for UCF students on the Knightline platform (both paid and unpaid). Knightline is intended to provide UCF students with current information on employment opportunities. Organizations seeking candidates for full-time and part-time employment are eligible to register on the Knightline website to advertise employment opportunities, screen résumés, participate in The Invitational, and request on campus information sessions and on campus interviews.

The College of Business will only approve posted positions for companies that provide complete contact information (first name, last name, and job title of the contact person, mailing address, telephone, and email address). A detailed job description, as opposed to a company advertisement, is necessary for posting, as well as a phone interview with the Employer Relations Team.

The College of Business reserves the right to post only those positions that will enhance students' overall career experience. All postings on Knightline will be closed on the job posting close date, unless otherwise requested by the employer.

UCF College of Business will not post:

- Positions that appear to discriminate against applicants on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, and veteran status.
- Positions that require any form of monetary commitment from students prior to employment.
- Positions that involve employment in a private home. (Babysitting, in-home tutoring, lawn care, etc.)
- Positions that are compensated only by commission.
- Positions within the adult entertainment industry.
- Positions that do not comply with Equal Employment Opportunity Commission (EEOC) standards.

Employers that are the direct hiring authority/organization may advertise full-time, part-time, temporary positions, and degree and non-degree positions.

Eligible employers who have been granted active access to Knightline may enter and manage their own job listings. Employers who access résumés for other than legitimate recruitment purposes will be blocked from further use of Knightline services.

All employer registration and job vacancies are set to pending status until reviewed and approved by the Employer Relations Team.

Right to Refuse: The College of Business reserves the right to edit or refuse job advertisements.

Job Listing Content

- Only job vacancy announcements can be advertised on the Knightline job board.
- Job listing content must contain the job title, job description, locations, required qualifications, salary, and directions for applying.

II. On Campus Recruiting Policies/Procedures

On campus recruiting provides an opportunity for employers to connect with a diverse, highly qualified, and talented student population. Recruiting on campus creates links with our students, student organizations, faculty, and administrators while increasing your company's image, brand, and visibility.

The College of Business reserves on-campus recruiting to its employer sponsors. If you are interested in learning more, please reach out to baemployerrelations@ucf.edu.

A. Employer Eligibility

To be eligible, an employer must be an equal opportunity employer and adhere to the National Association of Colleges and Employers (NACE) ethical and legal standards of recruitment (see **Principles for Professional Practice**). Employers must have an active account in Knightline for each organization for which they are hiring. If an employer has more than one organization that he/she is recruiting for, he/she must establish a separate account for each organization.

B. Equal Employment Opportunity Commission Guidelines

Employers who recruit, post jobs, attend the Invitational, or host an information session or

presentation at UCF must adhere to **Equal Employment Opportunity Commission (EEOC) guidelines**, which can be found at <http://www.eeoc.gov/laws/>.

C. NACE Principles and Guidelines

Employers recruiting at UCF are expected to adhere to the **NACE Principles for Professional Practice**, which may be viewed online at <http://www.naceweb.org/principles/>.

When employers conduct recruitment events involving student organizations or academic departments, details of such events are to be provided to The College of Business, and the event is to be conducted in accordance with the guidelines and procedures of the **NACE Principles for Professional Practice**. In accordance with the **NACE Principles for Professional Practice** and the University of Central Florida Alcohol Policy, serving alcohol should not be part of any recruitment process or event, either on- or off-campus.

Employers are expected to maintain confidentiality of student/alumni information and résumés. Employers who access student/alumni information or résumés for other than legitimate recruitment purposes will be blocked from further use of all recruitment resources and services. The University of Central Florida reserves the right to terminate its relationship with any organization or their representative(s) who fails to abide by standards outlined in the **NACE Principles for Professional Practice**, behaves in an unethical or unprofessional manner, uses candidate data for purposes other than for employment consideration, or uses intimidation or harassment towards any candidate or University staff member during the recruitment process.

III. Company Presentation/Information Session Guidelines

The College of Business reserves on-campus recruiting events to its employer sponsors. If you are interested in learning more, please reach out to cbaemployerrelations@ucf.edu.

IV. Invitational Policies

A. Pre-Registration

Pre-registration for CBA's The Invitational career fair is conducted by the Employer Relations Team through an Invite Only process. To be considered, reach out to cbaemployerrelations@ucf.edu. To be considered, Employers must have an active position they are recruiting for that is posted on Knightline. Selected and potential Employers are asked to register for The Invitational/expos at least two weeks in advance. While the College of Business may be able to accommodate late registration, please be advised company and contact information may not appear in printed career fair/expo materials. If you wish to register late for a career fair/expo, please contact The College of Business to confirm availability of space.

The organizational contact registering for the event will receive a confirmation email and registration packet. Only one table or booth will be assigned to each company participating in a career fair/expo. The company, branches, satellite locations, and independent contractors from the same company must share exhibit space. Registrations will be processed in the order in which they are received. In the event of multiple registrations from the same company, The College of Business staff will refer additional registrants to the first confirmed registrant from the company.

B. At "The Invitational"

Each organization will be assigned a six-foot or eight-foot table with a tablecloth, two chairs, and signage with the company name as it appears in the Knightline database registration. The College of Business staff determines the table layout based upon several factors including the number of companies registered and level of sponsorship. Representatives may bring displays, banners, and/or giveaway items to decorate their table. Companies may also bring any literature or product samples that they have for distribution to students. However, sales and/or product promotions may not be conducted during the fair/expo and food items other than candy or small sealed items may not be distributed. Companies requiring electrical power or other specific accommodations should make the request at least four weeks prior to the event to discuss

availability, booking, charges, and/or temporary installation. The College of Business reserves the right to prohibit the use and/or distribution of inappropriate displays and materials.

V. Third-Party Recruiting Policies

According to the National Association of Colleges and Employers (NACE), third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations. Third-party recruiters include, but are not limited to: employment agencies, temporary agencies, and search firms.

A. Employment Agencies:

Organizations that list positions for a number of client organizations and receive payment when a candidate they have referred is hired.

B. Temporary Agencies acting:

Organizations that contract with a client organization to provide individuals qualified to perform specific tasks or complete specific projects for the organization. Individuals work at the client organization but are paid by the agency.

C. Search Firms:

Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees paid for this service are paid by the clients.

Third-party recruiters wishing to list a position on Knightline and/or participate in campus career events must adhere to the following:

- For job postings, provide the name of the client you are representing in the job description.
- State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. UCF will not post any opportunities which require students to pay fees.
- Third-party recruiters and their clients must agree that they may not forward UCF students' résumés to any other party without the student/applicant's written consent. Failure to comply with this is a violation of the Family Education Rights and Privacy Act of 1974 (FERPA).
- Third-party recruiters must have a signed [Third Party Statement of Understanding](#) on file with The College of Business before listing employment opportunities or using facilities. Third-party recruiters may recruit only for clients they represent. Candidates' names and/or résumés obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
- Upon receipt of your Statement of Understanding, you will receive another e-mail within two business days containing your username, password, and instructions on how to post your opportunities with Knightline.
- Third-party recruiters must provide verification that the agency has an employer for whom it is working and a job to fill when requested to do so by UCF The College of Business.
- All vacancies listed with The College of Business must be filled according to strict Affirmative Action/Equal Employment Opportunity Commission guidelines.

A. Conditions:

By completing the [Third Party Statement of Understanding](#), all organizations agree that they will adhere to EEO standards in all recruiting activities that no fees will be charged to any candidate at any time, and that organizations will not disclose student information under any circumstances to other entities without the student's prior written consent.

The College of Business adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time. The College of Business reserves the right to terminate an employer account for violation of The College of Business policies.

Note: If the Statement of Understanding is not received within one week, your registration will be

deleted. All TPES must submit a signed Statement of Understanding for all positions, including internal positions. The statement must be signed, returned, and adhered to.

VI. Startup Recruiting Policy

The College of Business has established the following criteria for identifying appropriate startup opportunities for our students. All startup organizations are required to have and provide the following:

1. A verifiable company name, business address, website, email address, and a principal contact;
2. Verify the company is seeking employees not investors or partners;
3. A valid, current, and verifiable business license and tax id;
4. Provide clearly defined organization and position descriptions in Knightline

VII. Résumé Referral Policy

Employers may access résumés in the Knightline database provided that the job posting for which the résumés are being viewed is active in the database and the résumés are being used for a current open position. Questions regarding this policy can be directed to the Employer Relations Team at cbaemployerrelations@ucf.edu.

Students and alumni registered with Knightline are aware that they may be contacted by employers viewing their résumés. They are also allowed to respectfully decline any interview invitations if they are not interested in the position advertised. Please note that these résumé books reflect the résumés of students **REGISTERED** with Knightline and who have opted to allow employer viewing. Not every student in the College of Business uses this service or enables access to view their résumé. The information entered is self-reported by the individual and may not be up-to-date.

A. Confidentiality and Release of Records/Résumés

Confidentiality of student information will be maintained, including personal knowledge, written records/reports, and computer databases. No disclosure of student information will be provided to others (i.e. academic advisors, employers, psychologists) without prior written consent of the student or alumnus, unless necessitated by health and/or safety considerations.

B. Restrictions and Limitations of the Database

The Knightline Database is not to be used to sell anything or to look for "clients." Using our system for contact mining or a sales pitch is strictly prohibited and anyone using the system for this purpose will be banned from future use.