



UNIVERSITY OF MONTEVALLO Career Development Center

EMPLOYERS | RECRUITERS

Official Policy Statement

GENERAL POLICIES

Services Provided: The UM Career Development Center provides recruiting services to employment professionals and company representatives to assist them with their current and ongoing staffing needs as they relate to appropriate employment and internship opportunities for UM students. These services include on-campus interviews, career fairs, information sessions, information tables, resume referrals, and job postings.

Definition of Employment Professionals: Employment professionals include any human resources professionals or other representatives who are working in an employment or recruiting capacity on behalf of a business entity, company or organization, including school systems, governmental agencies, military service, and non-profit organizations.

Limitation of Services: The UM Career Development Center will only provide assistance, resources, programs and services to businesses or organizations that are official, legitimate and legal. Some personal services, babysitting services, private tutoring, work-from-home opportunities, and home-based operations may not qualify due to liability. In some cases, organizations using a multi-level or pyramidal marketing plan will be disqualified. Likewise, some entrepreneurial business opportunities may not be regarded as legitimate employment opportunities. Appropriateness and legitimacy may be reviewed on a case-by-case basis as determined by the UM Career Development Center.

Employer Vetting: The UM Career Development Center seeks to ensure that UM students are employed in workplace settings that are professional, safe, and stable. Student employees should not be subjected to working conditions that are unduly stressful, disorganized, hectic, chaotic, or hazardous. We intend to safeguard our students from work environments containing questionable elements.

Therefore, all potential employers requesting access to UM students are subject to a thorough review, including an examination of submitted information and a background check. Employers submitting information that is incomplete, inaccurate, erroneous, or inconsistent could be declined. Employers with background information that reveals questionable activity could be declined. Sources used to identify questionable activity might include on-line/internet data, police/court data, business/financial data, credit data, and data from other institutions familiar with the potential employer.

Accurate Information: Employment professionals are expected to be forthcoming regarding the nature of their business and will provide complete and accurate information about their organization and the employment opportunities they are offering. All employers must fully disclose their intention regarding the UM candidates they are interacting with. Employing organizations are responsible for information submitted and commitments made by their representatives. The UM Career Development Center will not tolerate employers who are involved in deceptive practices or who misrepresent facts related to their company, its functions, its products and services, its working conditions, its location, and its offerings to employees.

Employer Responsibility: Employment professionals will work within a framework of professionally accepted recruiting, interviewing, and selection techniques. They are expected at all times to conduct themselves with integrity and in an ethical manner, refraining from any illicit, unlawful or illegal practice.

Employment Offers: Employment professionals will extend employment offers in a clearly stated manner and 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. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

Candidate Screening: Employment professionals are expected to act in their own behalf regarding candidate response to posted positions and will not ask the UM Career Development Center to serve as the ad hoc receiving point for applications (unless agreed upon in advance in the case of pre-arranged on-campus interviews). Employment professionals will be responsible for their own screening, evaluation, and selection of candidates. The UM Career Development Center will not screen applicants nor make recommendations as to specific candidates. The UM Career Development Center will provide candidate information to employers for all students who meet the minimum official qualifications for the position.

Special Favors: Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or the UM Career Development Center in the form of contributed services, gifts, or other financial support.

Confidentiality: Employment professionals will maintain the confidentiality and privacy of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. 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. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their websites, specifying who will have access to student information.

Recruiting Activities: When employment professionals conduct any on-campus recruitment activities, whether through student associations or academic departments, such activities will be conducted in accordance with the policies of the UM Career Development Center.

Recruiting Practices: Those participating in on-campus recruiting activity (including career fairs, on-campus interviews, information sessions, information tables) are expected to display courtesy and professionalism regarding their face-to-face interaction with students. Employment professionals who are engaged in one-on-one conversation with student candidates are expected to answer questions, disseminate relevant information, discuss employment opportunities, collect resumes and application materials, and offer assistance. It is inappropriate for on-campus employment professionals to be passive and uninvolved or to do no more, for example, than to simply refer student candidates to a website.

Sexual Harassment: The UM Career Development Center will not tolerate any level or form of sexual harassment or any unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated. Such behavior includes situations which create a hostile or uncomfortable environment for the recipient. Sexual harassment can involve sexual favors, unwelcome physical contact, inappropriate touching, sexual advances, and sexual assault. It includes comments about appearance, gender, age, and private life. It includes comments, stories and jokes of a sexual nature. It includes condescending or paternalistic remarks. It includes any sexually explicit language or gestures. All allegations of inappropriate behavior will be treated seriously and promptly investigated.

Pre-Employment Testing: Those engaged in administering, evaluating, and interpreting assessment tools, tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the UM Career Development Center of any test conducted on campus and eliminate such a test if it violates ethical standards or campus policies. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the test results will be disclosed. All tests given by employing organizations are subject to review for disparate impact and job-relatedness.

Background Checks: Employment professionals must notify students of the use of background checks, including employment references, social media search, criminal investigation, credit history, and drug tests.

International Positions: Employment professionals recruiting for international operations will do so according to EEO standards. Employment professionals will advise the UM Career Development Center and students of the realities of working in that country and of any cultural or foreign law differences.

Working Conditions: Employment professionals must inform students of unusual circumstances, extraordinary expectations, or conditions of employment before making an employment offer, including travel and relocation requirements, hazardous conditions, international settings, and out-of-pocket expenses.

Access Denied: Failure to follow the UM Career Development Center policies and procedures may result in suspension or termination of on-campus recruiting privileges. The UM Career Development Center reserves the right to prohibit or restrict the activity of any employment professional on the UM campus.

EQUAL OPPORTUNITY

Employment professionals will refrain from discrimination in hiring practices, maintain equal employment opportunity (EEO) compliance, and follow affirmative action principles in recruiting activities.

Employment professionals are expected to recruit, interview, and hire individuals without regard to race, ethnicity, color, national origin, religion, politics, language, age, marital status, sex, sexual orientation, gender identity, gender expression, physical characteristics, or disability, and providing reasonable accommodations upon request.

Employment professionals are expected to review selection criteria for adverse impact based upon the student's race, ethnicity, color, national origin, religion, politics, language, age, marital status, sex, sexual orientation, gender identity, gender expression, physical characteristics, or disability.

Employment professionals are expected to avoid the use of inquiries and methods that are considered unacceptable by EEO standards during the recruiting process, including the use of illegal questions and sexual harassment.

Employment professionals are expected to develop a sensitivity to, and awareness of, cultural differences and the diversity of the work force.

Employment professionals are expected to investigate complaints forwarded by the UM Career Development Center regarding EEO noncompliance and seeking resolution of such complaints.

POSTING JOB ANNOUNCEMENTS

The UM Career Development Center will post job announcements in behalf of employers who meet certain requirements.

Job announcements must include the following information: Name of organization, type of business, job title, physical location, job description, qualifications, and contact information (including full name of contact person, physical address, telephone number, e-mail address). Optional information may include: company information, salary, benefits, special circumstances, application instructions.

The UM Career Development Center does not post blind ads, in which the company or organization is not identified. The BSC Career Center does not post ads that direct applicants to a third party or intermediary system (website) without also providing contact information to allow the candidate to correspond with an actual person.

Job posting is reserved for professional positions and internships offered by official, legitimate employers representing formal businesses and organizations.

Under limited circumstances, job posting services are available for some part-time positions, on-campus jobs, temporary or seasonal jobs, informal arrangements, personal services, waiter and server positions, babysitter, and nanny positions.

These job announcements may be sent via e-mail to career@montevallo.edu or mailed to Career Development Center, Station 6262, University of Montevallo, Montevallo, Alabama 35115.

With expressed permission, job announcements may be posted on designated bulletin boards on the UM campus. To do so, a printed handbill, sign or flyer (maximum 5 pieces) should be submitted to the UM Career Development Center. Once the flyer is approved, it will be physically posted by the UM Career Development Center staff.

THIRD-PARTY RECRUITERS

The services, assistance, programs, and resources offered to employers through the UM Career Development Center are reserved for direct employers only. The UM Career Development Center does not regard third-party recruiting organizations as direct employers.

The UM Career Development Center will cooperate with third-party recruiters to provide limited access to recruiting and employment services on the BSC campus as determined by the Director of the UM Career Development Center. Third-party recruiters are expected to comply with all UM Career Development Center policies and procedures.

Third-party recruiters may post job announcements on behalf of their clients, but will not have access to student resumes, resume books, credential files, or to any resume referral system. Also, third-party recruiting organizations are not invited to participate in career fairs or other similar events.

Third-party recruiting organizations that charge for services must disclose the fee structure being utilized: Applicant paid fee, Employer paid fee, Retainer, Contingency fee.

Definition of third-party recruiter: Third-party recruiters are agencies, organizations, or individuals (for profit or not for profit) recruiting candidates for temporary, part-time, or full-time employment opportunities for other entities and for other than for their own needs. This includes entities that collect candidate information to be disclosed to employers for purposes of recruitment and employment. Types of third-party recruiting organizations: Employment Agencies, Search Firms, Contract Recruiters, Online Job Posting or Resume Referral Services, Temporary Agencies or Staffing Services.

Outsourcing contractors or leasing agencies are considered legitimate employers, not third-party recruiters.

When deemed necessary, third-party recruiters will disclose information upon request that would enable the UM Career Development Center to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. The UM Career Development Center will respect the confidentiality of this information and will not publish it in any manner.

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