

Recruiting Policies

The Office of Career Services at The University of Texas at Tyler encourages employers to interact with our students to inform and interest them in career and internship opportunities. Career Services offers assistance to employers in accordance with the [Principles of Professional Conduct](#) for Career Service Professionals outlined by the [National Association of Colleges and Employers \(NACE\)](#) . Career Services also expects employers to act in accordance with the Principles of Professional Conduct for Employers. In addition, employers must meet these qualifications to participate:

- Must clearly indicate the employing organization name
- Must not solicit or sell their products or services during the course of recruiting
- Must fully disclose the structure of their compensation packages and business costs incurred through their first year of employment.
- Must not overstate possible compensation.

Organizations purporting guaranteed sponsorship of a candidate for an H1B Specialty Visa must demonstrate compliance of U.S. Citizenship and Immigration Services (USCIS) regulations and the U.S. Department of Labor (DOL) Immigration and Nationality Act (INA). Full disclosure of any employer/employee contracts must be presented prior to interviewing potential candidates. The ability to recruit through the UT Tyler Career Services may be revoked if found to be in violation of compliance.

Final approval to use facilities and services of Career Services is determined by the Director of the Career Services and may be revoked if these policies and/or the NACE principles are violated or there is a failure to support the mission of the office of Career Services. The permission to use facilities and services does not imply University approval or endorsement of the policies, practices, or products/services of the recruiting employer.

On-Campus Recruiting/Participation Policies

Direct hire organizations who follow the Principles of Professional Conduct outlined by NACE may participate in the on-campus recruiting program and career events at UT Tyler.

Only equal employment opportunity employers may use UT Tyler Career Services facilities. All positions listed will be available to all qualified students or alumni, and resume referrals will be made in compliance with federal and state laws and policies governing employment referrals, and in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).



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In addition to the NACE Principles, UT Tyler Career Services has established the following guidelines:

1. Third-party agencies may participate only as outlined under the **Third-Party/Contract Recruiter Policy**. In order to maintain a balance of representation of career opportunities for our UT Tyler students, Career Services also reserves the right to limit or deny participation in career events and the on-campus recruiting program.
2. Recruiters representing organizations with a pyramid structure, charge "sign-on" fees, or require the purchase of a "starter kit" are not permitted to participate in the on-campus recruiting program or career events.
3. Straight commission employers will not be permitted to participate in the on-campus recruiting program or career events.
4. Career Services does not have the facilities to conduct employment testing.

However, job opportunities may be posted to the [PatriotJobs](#) system for students to view. Full disclosure of the organization's structure or requirements must be clearly stated in the opportunity's description. All employment opportunities listed are subject to the review and approval of UT Tyler Career Services.