

Manual of Policies and Procedures for Student Affairs

Chapter 10. Career Services

Subchapter 10-100. General Provisions

Sec. 10-101. Purpose

Employer relationships are key to the success of developing a unique UT Tyler portfolio of employers, establishing sustainable relationships with employers and key university personnel; as well as, for the purpose of collecting hiring statistics for current, new graduates and first destination career related employment. The Office of Career Services is charged with the documentation of employers interested, prospecting and/or currently hiring UT Tyler students and alumni and the tracking of employment offers to students and alumni.

Sec. 10-102. Definitions

- a. In this chapter, unless the context requires a different meaning,
 1. "student" means a person enrolled in residence at the university or a person accepted for admission or readmission to the university while, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus; "university" means The University of Texas at Tyler; and
 2. "faculty or staff" means a current employee of The University of Texas at Tyler.
 3. "alumni" a person who has graduated from UT Tyler effective the day after graduation.
 4. "NACE" is the National Association of Colleges and Employers

Subchapter 10-200. Administration

Sec. 10-201. Clients served

- a. All currently enrolled students at The University of Texas at Tyler are eligible to utilize the services offered by the Office of Career Services free of charge.
- b. In partnership with the Alumni Association, alumni may participate in services for free up to 6 months post-graduation. After 6 months a fee schedule will apply for non-Alumni Association members.

Sec. 10-202. Services offered

- a. Patriot Jobs is a web-based career management system that is unique to UT Tyler. Full-time professional, part-time, and internship, fellowships, and co-op employment opportunities are available via our online database. Students and alumni can then self-register for Patriot Jobs and create their own unique password to access employment opportunities on a 24-hour basis. Students and alumni can also upload and publish resumes via Patriot Jobs to take advantage of the resume referral service with reputable employers.
 1. Patriot Jobs provides the infrastructure for all colleges at UT Tyler for the following:
 - i. Report a hire for all on-campus jobs
 - ii. Report a hire for all full-time and part-time off campus jobs
 - iii. Report a hire for all internships
- b. Job Fairs: All job fairs and internship fairs held on the University of Texas at Tyler campuses must be sponsored and coordinated through the Office of Career Services. University colleges and departments may not individually host job fairs without the joint sponsorship with Career Services. Outside agencies, third-party recruiters and other schools may not hold job fairs on any of the UT Tyler campuses.
- c. On-Campus Employment: All part-time on-campus employment opportunities available to UT Tyler students must be posted through Patriot Jobs (including internships, work-study and non-work-study positions, graduate assistantships, coaching opportunities, part-time professional positions, etc.).
 1. Student employees of the University must abide by all employment guidelines of the hiring department and the University policies outlined in the Handbook of Operating Policies and Procedures series 400. Section 4.15 of the HOP includes University policies on equal employment opportunity, criminal

background checks, workplace accommodations, etc; questions regarding these policies should be directed to the Office of Human Resources.

d. Career Services also provides the following programs and services:

1. Career Exploration
2. Career Resources
3. Job Search Assistance
4. On-Campus Interviews
5. Special Career Events

Sec. 10-203. Evaluation and tracking of employment

a. Hiring Data and the First Destination Tracking: Career Services will provide infrastructure, tracking and reporting of all hires for current students and first destination tracking.

1. The Alumni Association and Career Services will provide the infrastructure, tracking and reporting of Alumni post-graduation by 6 months.

b. Pre-Graduation: It is the collective responsibility of faculty, staff, Dean's and the Alumni Association to provide employment information regarding employment status of currently enrolled students to Career Services. They may do so directly to the office or via PatriotJobs.

Subchapter 10-300. Employer Development & Recruitment

Sec. 10-301. Employer Development

a. The Office of Career Services is responsible for the recruitment of all employers for The University of Texas at Tyler for on-campus career development activities for students and alumni and for the purpose of hiring UT Tyler students and Alumni. These activities include but are not limited to: campus interviews, job fairs, practice/mock interviews, information tables, classroom visits, meet the firms; and, all career, industry and job fairs. Career Services invites and tracks employer activities on-campus for following reasons:

1. Employment (Fulltime, Part-time, Internships)
2. Career Development programming (practice interviews, resume writing, information sessions, interview skills, career fairs)
3. Employer Recruitment for the On-campus Interview program
4. University wide job fairs which includes industry specific jobs fairs.
5. The documentation of employer visits on-campus.
6. Employer visits off-campus for the purpose of site visits and employer development.

b. All employer related services offered by Career Services are guided by the Principles for Career Service and Employment Professionals and Third-Party Recruiters from the National Association of Colleges and Employers [NACE].

c. Employers who wish to conduct employment interviews with students on the University campus must register with Career Services and abide by the regulations governing the conduct of such interviews.

1. Employers who fail to do so may be barred from conducting future employment interviews on the University campus.
2. All interviews must be scheduled by the Office of Career Services.
3. Employers must conduct interviews in facilities provided or approved by Career Services.

Sec. 10-302. Reporting Employer Visits

a. Employers visiting campus for the expressed purpose of developing job and internship opportunities must include contact with the Career Services Employer Relations Specialist or designee. Offices other than Career Services may invite employers to campus independently, but must inform the Director of Career Services or Employer Relations Specialist of the meeting and purpose. Campus representatives who engage with employers off-campus, where employment or internship development is discussed, must provide employers with Career Services contact information and inform the Director with relative information.

Sec. 10-303. Disclosure of Student Information

a. All University faculty and staff must follow NACE procedures outlined below and in [A Faculty Guide to Ethical and Legal Standards in Student Hiring](#) to ensure the privacy of students and minimize individual liability resulting from unauthorized disclosure of FERPA information.

1. As required by the Family Educational Rights and Privacy Act (FERPA), any disclosure of student information outside of the educational institution will be with prior consent of the student unless health and/or safety considerations necessitate the dissemination of such information. Both career services professionals and faculty will exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer data bases.
2. Any recruitment activities through student associations or academic departments should be conducted in accordance with the policies of the career services office and accepted ethical, equal employment and legal practices.

Revised: 09/24/2014