



## Employer Recruiting Guidelines and Policies

The UT Tyler Career Success Office offers assistance to employers in accordance with the Principles for Ethical Professional Practice for Career Service Professionals outlined by the National Association of Colleges and Employers (NACE). The Career Success Office expects employers to follow the Principles for Ethical Professional Practice for Employers: <https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>

The University of Texas at Tyler is committed to the principles that the learning and working environment of its students should be free from inappropriate conduct. We reserve the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonest information or absence of information
- Complaints by students, alumni, faculty and/or staff
- Harassment of UT Tyler students, alumni, and/or staff
- Breach of confidentiality

## Posting Positions

The University of Texas at Tyler utilizes a platform called Handshake to allow employers the opportunity to post full and part time jobs, internships or summer positions for UT Tyler students and alumni, at no charge. Job and internship postings are reviewed and approved/rejected based upon the information contained in the postings. You can find steps below on how to get started on Handshake and connect directly with UT Tyler students.

**Step 1:** Sign up for an [employer account](#)

**Step 2:** Confirm your email account

**Step 3:** Once you've created your user account, you'll be asked to connect with a company account. If your company doesn't have an account, you can use this Handshake guide to help you create one: [Creating a New Company Profile](#)

**Step 4:** To connect with UT Tyler and perform recruiting activities, you can **either:**

- Post a job to the school(s) you want to recruit from.  
-Learn [How to Post a Job](#).

OR

- Email us at [uttylercareersuccess@uttyler.edu](mailto:uttylercareersuccess@uttyler.edu) and ask to be approved if you do not have a job to post.

**Step 5:** Welcome to Handshake at the University of Texas at Tyler!

Once your first job is posted and approved, you'll be connected with UT Tyler on Handshake and have the ability to continue to post positions and view public student profiles. You'll also have the ability to post events and interview schedules directly for UT Tyler students. The following guidelines should be used for employers posting a position in Handshake:

- The posted job must clearly indicate the employing organization name, complete company description, mailing address, telephone number, and have an official company website.
- The posted job must have a contact name, telephone number and valid email address in order to be approved on Handshake. The preferred email address should be reflective of the company and not a personal email (Gmail/Yahoo/Hotmail or other).
- The company/employer must not solicit or sell their products or services.
- The posted job must offer employment and not a business opportunity or venture.
- The posting of babysitting jobs or other positions in which an employee will work out of someone else's dwelling (apartment, house, condo, etc.) are not permitted in Handshake.
- Job postings must be posted by a legitimate company and not be for personal gain.
- Recruiters representing organizations with a multi-level marketing structure, charge fees, or require the purchase of a "starter kit" are not permitted to post jobs on Handshake.

**\*\*The Office of Career Success reserves the right to deny job postings for not following the policies above or due to the position not being the right fit for our student community.**

## Third Party Agencies (Staffing Companies)

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.

**Third-party recruiters that wish to post a position and/or participate in on-campus recruiting must adhere to the following:**

- For job postings, provide the name of the client you are representing in the job description
- For career fair participation, third party or temporary employment agencies must disclose the client(s) for whom they are recruiting at their event table.
- Third-party recruiters and their clients must agree that they will not forward UT Tyler 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 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.

*\*\*Third-Party event registration may be limited and is at the discretion of the Career Success Team.*

## On-Campus Recruiting

On-campus recruiting provides employers an opportunity to connect with UT Tyler's talented student population and increase the company's brand and visibility. On-campus recruiting is coordinated and managed through Handshake. On-campus recruiting at The University of Texas at Tyler includes:

- Career Fairs
- On-Campus Interviews
- Information Tables
- Classroom Presentations

Please note: Employers are prohibited from unscheduled soliciting on campus with company flyers, handouts etc.

## Career Fairs

The UT Tyler Office of Career Success provides students a venue to network with employers, submit their resume to recruiter, and learn about employment opportunities.

### Career Fair Registration

Employers must register for the career fair(s) they will be attending in Handshake.

Registrations will be processed in the order in which they are received. In registering for an event, the employer acknowledges the associated cost of the event and agrees to pay that amount in full, prior to the deadline. If an employer chooses to attend more than one UT Tyler career fair in a semester a discounted rate will be offered.

#### **Career Fair registration includes:**

- Registration for up to two (2) attendees
- A six (6) foot table and two (2) chairs- Employer must supply their own tablecloth.
- Access to the employer hospitality room with lunch provided
- Designated parking for one vehicle per company

#### **Employers who are approved to participate in career fairs and networking events must adhere to the guidelines below:**

- All career fair deadlines are posted in Handshake. Employers must cancel their registrations prior to the posted deadline in Handshake to receive a full refund.
- Registered organizations who do not attend the career fair will receive no refund. Unpaid registrations, regardless of attendance, must be paid prior to registering for future UT Tyler career events.
  - Organizations that do not pay for career fair registration may be subject to denied registrations for future events unless all previous fees are paid, plus the fee for the current fair they wish to attend.
- In the event of inclement weather or other emergency situation, the UT Tyler Office of Career Success reserves the right to cancel a career event for the safety of students and employers. Employers may be eligible for a refund on their registration if a cancelled event cannot be rescheduled.
- Please see Third Party Staffing Agencies Recruiting policy concerning career fairs.
- Shipping employer materials in advance of career fairs will be permitted on a case-by-case basis. It is recommended that employers bring their own materials to avoid untimely delivery of materials to events. Employers may contact a Career Success Coach if they need this service. Return shipment of employer materials is not available.
- Career Services staff determines the configuration and layout of the career fair. There are no table assignments. The tables are available on a first come, first served basis.

## Information Tables

Information tables must be coordinated through a Career Success Coach. Information tabling is only available to those employers who are attending a career fair during the current semester.

## On-Campus Interviews

On-campus interviews must be scheduled through Handshake. UT Tyler Office of Career Success reserves the right to schedule employers' on campus interviews on a case-by-case basis. The location of the on-campus interviews will be coordinated by a Career Success Coach. Current fee to reserve on-campus interviews- \$100.

## Classroom Presentations

Employers must work with a Career Success Coach to obtain approval if interested in working with faculty to present in classes. They may not show up and approach classes without prior approval. Classroom presentations are at the discretion of both the college leadership and a Career Success Coach.

## Exceptions to Policies and Guidelines

The UT Tyler Office of Career Success reserves the right to make exceptions to these policies and guidelines as warranted by special circumstances. Such exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that this same decision will apply in the future.

## Contact Information

The Office of Career Success

[careersuccess@uttyler.edu](mailto:careersuccess@uttyler.edu)

903.565.5862

To contact a Career Success Coach: <https://www.uttyler.edu/academics/success-services/career-success/staff/>