

University of Central Missouri (UCM) Career Services Employer Recruitment Policies

Handshake Network:

To participate in services offered by Career Services including Handshake, you must read and agree to the terms outlined below:

Equal Opportunity Statement

AN EQUAL OPPORTUNITY EMPLOYER – The University of Central Missouri is an equal opportunity institution and will work solely with employers that abide by the University's equal opportunity standards.

Professional Conduct Statement

The University of Central Missouri's Career Services requires recruiting organizations to adhere to and refer to the [National Association of Colleges and Employers \(NACE\) Principles for Professional Conduct](#). Before any Third Party Recruiter may advertise on Handshake on behalf of one of their clients, they must complete the following [Third Party Recruiter Job Vacancy Announcement Form](#).

Disclaimer:

UCM Career Services honors students' prerogatives to consider all types of career opportunities and does not endorse specific organizations that may post jobs in Handshake or participate in UCM on-campus interviewing program. Discussions concerning particular positions or the terms and conditions of employment are conducted directly between the student and the employer. By offering its services to facilitate discussions between students and off-campus employers, UCM Career Services makes no representations or guarantees regarding the qualifications/credentials/suitability of the students or employers that utilize the Handshake System. It is the individual student's responsibility to research organizations. Users should use common sense and best practices when using Handshake and applying for positions. Do not disclose bank account numbers or other private information unnecessarily.

Interviewing, and hiring organizations are solely responsible for knowing and abiding by all applicable laws, including without limitation minimum wage and non-discrimination laws.

Right of Refusal

We reserve the right to refuse or discontinue access to Handshake or other UCM Career Services at any time. Access may be discontinued for any lawful reason, including if an organization has any unresolved investigations, complaints filed with the Better Business Bureau or Missouri Secretary

of State, or for any inappropriate behavior as determined by the University of Central Missouri's Career Services.

Requirements for Posting in Handshake:

In accordance with applicable law and the policies of UCM Career Services, job postings will not be accepted or allowed if they violate any state or federal law or UCM policy. Prior to posting job opportunities, the University reserves the right to decline any posting in its sole discretion. This policy is subject to change without prior notice. All employers are responsible for knowing and abiding by [UCM policies](#), which change from time to time.

Below are the guidelines for job/internship postings:

- Job postings must be actual, current openings for internship and or traditional, W-2, or 1099 full-or part-time employees.
- All positions require a *complete* job description, which should include: position summary, essential functions, minimum qualifications, preferred qualifications, working conditions, contact information, and application instructions.
- We must be able to obtain confirmation of your organization and/or vacancy from your website.
- Full-time positions must be career focused and require at least a bachelor's degree or in or in pursuit of a degree.
- Internship positions must be career focused and may be for academic credit or not-for credit.
- No positions may require or request excessive outlay of personal candidate funding (fees) in order to obtain the position.
- All third-party recruiters must adhere to our [Third Party Recruiter Policy](#).

In an effort to increase efficiencies, we ask that you post your own positions to [Handshake](#). By posting and managing your jobs and internships personally, you guarantee that these opportunities will be advertised accurately and managed in a timely manner. If you need assistance using the system, please contact our office at 660-543-4985 or recruiter@ucmo.edu.

Incomplete Employer Information

In order to post a position on Handshake, companies must provide specific information about their organization, including a valid web or social media site and detailed organization description, so that interested candidates may research career opportunities in depth.

Any employer from a company or organization with 1) a personal email address like Gmail or Yahoo or 2) an email address domain that does not match the company domain, will be investigated before possibility of approval.

Resume Access

The UCM Career Services will not give resumes or provide resume access to:

- Home-based businesses
- Personal email accounts
- Student Ambassadors or Student Campus Recruiters
- Third Party Recruiters

Career Services reserves the right to not allow employers “resume access” if the employer uses the resume data inappropriately or abuses this service. Career Services will evaluate and act accordingly to student/alumni complaints about employers.

Required Fees and/or Equipment

Employers may not post positions requiring candidates to pay a fee. Furthermore, companies that require an enrollment fee, start-up cost, tuition/course fees, or the purchase of equipment or inventory for resale are not permitted to use Handshake.

Soliciting on Campus

In accordance with the University of Central Missouri’s Solicitation Guidelines, sales and solicitations on campus grounds and in campus buildings by recruiting organizations are prohibited without prior authorization. Examples of sales and solicitations not permitted on campus include:

- Buying back textbooks
- Selling merchandise
- Soliciting subscriptions or business services

Brand and Service Promotions

Any position seeking a candidate to promote a product, service, or website to other students on campus will not be posted. Examples include:

- Campus Brand Ambassadors
- Campus Managers/Representatives
- Campus Marketing Assistants

Employment Matching Websites

The Career Services Center does not allow a company access to the Handshake site when only used to promote a specific job search engine or employment matching service. Examples might include:

- Sites that match tutors, teachers, nannies, work from home positions, or personal assistant
- Job search engine promotion
- Freelance talent posting services
- Crowdsourcing, “microtask”, or project completion sites

Only positions for employment vacancies within the company will be approved. Advertisements to become a user/registrant on the site will not be approved.

Alcohol Policy

Career Services adheres to the NACE policy which states that serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activity, regardless of its location, should be alcohol-free. UCM reserves the right to revoke the recruiting privileges of any person, company, or organization who violates this policy.

Job Type Restrictions

Upfront Product Purchase

Employers and individuals offering employment/entrepreneurial opportunities with compensation packages requiring prospective employees to purchase products or services upfront are not permitted to recruit on campus or attend career fairs.

“Pyramid” or “Multi-Level” Employers

Employers/individuals offering employment/entrepreneurial opportunities based on a "pyramid" or "multi-level" networking structure requiring or encouraging the recruitment of others who recruit others and so on to sell products and services will not be permitted to recruit on campus or attend Career Fairs.

Babysitting or other In-Home Employment

We do not post babysitting jobs or other positions where an employee will work out of someone else's dwelling (house, apartment, condo, etc).