

University of Central Missouri (UCM) Career & Life Design Center Employer Recruitment Policies

Handshake Network:

To participate in services offered by the UCM Career & Life Design Center you must read and agree to the [terms outlined by Handshake](#).

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 & Life Design Center requires recruiting organizations to adhere to and refer to the [National Association of Colleges and Employers \(NACE\) Principles for Professional Conduct](#).

Disclaimer:

The UCM Career & Life Design Center 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 recruiting. Discussions concerning 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, the UCM Career & Life Design Center 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 an employer's access to Handshake or other UCM Career & Life Design Center at any time. Access may be discontinued for any reason, including if an organization has any unresolved investigations, the organization is the subject of complaints filed with the Better Business Bureau or Missouri Secretary of State, or for any inappropriate behavior on behalf of the employer, as determined by the UCM's Career & Life Design Center.

Requirements for Posting in Handshake:

In accordance with applicable law and the policies of UCM Career & Life Design Center, 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 the position summary, essential functions, minimum qualifications, preferred qualifications, working conditions, contact information, and application instructions.
- Confirmation of your organization and/or vacancy must be obtained from your website.
- Full-time positions should be career focused and require at least a bachelor's degree or in or in pursuit of a degree.
- Part-time positions should meet the [federal](#) and [state minimum wage](#) requirements.
- Internship positions must follow the [University of Central Missouri's standards](#).
- No job postings may require or request excessive outlay of personal candidate funding (fees) in order to obtain the position.

Employers must post their own jobs through [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

To post a position on Handshake, companies must provide specific information about their organization, including a detailed organization and job description, a valid website, valid company email, and salary information, so that interested candidates may research career opportunities in depth.

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

Resume Access

The UCM Career & Life Design Center will not give resumes or provide resume access to:

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

The UCM Career & Life Design Center reserves the right to not allow employers “resume access” if the employer uses the resume data inappropriately or abuses this service. The UCM Career & Life Design Center 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 UCM Career & Life Design 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:

- Websites that match tutors, teachers, nannies, 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

The UCM Career & Life Design Center 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.).

Recruitment at Career Fairs

Professional Conduct:

Employers must maintain professional conduct throughout the career fair. This includes treating all students with respect, courtesy, and fairness. Engaging in any form of harassment, intimidation, or disrespectful behavior towards students is strictly prohibited. Employers should refrain from pressuring or coercing students into accepting offers or making decisions on the spot. They should provide students with reasonable time to consider their options and make informed choices.

Inclusivity and Diversity:

Employers should actively promote inclusivity and diversity in their recruitment efforts. They should make efforts to engage with a wide range of students, irrespective of their backgrounds, majors, or academic institutions. Employers should consider implementing diversity initiatives and fostering an inclusive work environment.

Compliance and Reporting:

Employers are expected to comply with this policy and report any violations or concerns to the organizers of the career fair or relevant authorities.

Students should have access to a reporting mechanism or contact person designated by the career fair organizers to address any issues they may encounter.

Policy Compliance:

Failure to comply with this policy may result in the removal of the employer from the career fair and exclusion from future events. Career fair organizers reserve the right to take appropriate actions against employers found in violation of this policy.