UVU Employer Recruiting Guidelines

Please read the following and indicate your agreement with these policies:

1. Scheduling facilities must be coordinated through the Career Development Center (CDC) only and not through the Student Center offices.
2. Facilities are scheduled solely for employee recruiting purposes. No products, services, or events of any kind may be promoted during your recruiting visit.
3. Before making an offer, the employer must fully disclose all of the terms and conditions about the employment opportunity.
4. Refreshments, other than candy, must come from Utah Valley University’s Food Services. Arrangements can be made by CDC in your behalf.
5. Employer (Lessee) agrees to conduct its activities upon the premises so as not to endanger any person thereon and to indemnify, defend, and save harmless UVU against any and all claims, costs or expenses, or loss, injury, or damage to persons or property, including claims of employees, agents, members, or guests of the Lessee, arising out of the activities conducted by the Lessee. Lessee will not do or permit to be done anything in or upon any portion of the premises or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policies insuring the premises or any part thereof against loss.
6. The Lessee assumes the risk and responsibility of any loss or damage to its property or the property of UVU by any person engaged in activity being organized or promoted by the Lessee, regardless of how the loss or damage is sustained.
7. If you need to cancel, we must receive a 72-hour notice in order for you to receive a refund. Funds may be transferred to another date if we receive the 72-hour notice. Cancellations made any less than 72 hours in advance will not receive a refund. If you do not show and do not pay for an event, you may not recruit on campus until payment has been made.
8. Tables are to stay close to the window or wall with two chairs behind the table. You may NOT move the location of the table.
9. You are not allowed to actively stop a student in any way. The student must approach the table with the intent to investigate. We will not guarantee the amount of traffic or interest at your location.
10. ***ONLY TWO RECRUITERS ARE ALLOWED AT A TABLE AT A TIME***
11. Partitions may be used when available, and banners may be hung on the front of the tables. DO NOT use tape on the windows. Signs may be hung on the windows with suction cups, which are available in the CDC office with a $2.00 refundable deposit. Please return the suction cups when checking out at the end of the day.
12. Alcoholic beverages, unlawful drugs, or other illegal substances may not be consumed, used, carried, or sold on any property or in any building owned, leased or rented by UVU. Failure to adhere to this policy will result in the permanent barring from all future recruiting events.
13. In order to improve our services, the CDC reserves the right to request student evaluations of training received, employers, and job experiences.
14. All employers recruiting through Utah Valley University services are required to meet the following criteria:
   • The employer must have a valid and active Utah Business Entity Number or has provided CDC a valid copy of their current license to conduct business.
   • Positions being recruited must be listed on the UV Job Board at www.uvu.edu/cdc
   • No out-of-pocket fees can be required of the student. (Exceptions include government licensing and certifications.)
   • Student’s compensation cannot be dependent upon recruitment of others.
If your organization does not meet the above criteria you will not be allowed to recruit at Utah Valley University.

15. Employers recruiting students to fill commission-based employment positions are allowed to recruit on campus if they meet one or more of the following criteria:

• The employer is listed as a Fortune 1000 company.
• The employer is a member of National Association of Colleges and Employers (NACE).
• Recruiting for commission-only positions will be accompanied with recruiting for hourly paid positions.
• The position is a W-2 paid position (meaning a position that is salary/hourly wage paid or salary/hourly wage paid plus commission; not positions that offer 1099 paid positions and are independently contracted). **The wage must meet or exceed the Federal and State minimum wage standard.**

Employers with positions meeting the above stated criteria may recruit on campus at designated events only, pending approval by CDC. Go to the UV Job Board to register for scheduled events.

16. Employers that are recruiting students to fill commission-based employment positions and do not meet above stated criteria in policy #19 are encouraged to look into the following options:

• Post employment positions on the UV Job Board
• Place an ad with UVU Review, Utah Valley University’s newspaper (801-863-8688)
• Contact the Department of Workforce Services
• Contact LDS Employment Services
• Place ads with various newspaper outlets such as The Daily Herald, Deseret News, Salt Lake Tribune, etc.

**Please inform all company representatives recruiting on our campus about these policies. Each representative is responsible for reading and following these policies. The entire company will be accountable if any representative fails to adhere to them.**

**CDC reserves the right to approve or disapprove any company/organization to post positions or recruit on the UVU campus. We strive to only post positions that we deem valuable to our students.**