EMPLOYER RECRUITING PROTOCOLS

UTAH VALLEY UNIVERSITY
CAREER DEVELOPMENT CENTER
UTAH VALLEY UNIVERSITY
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All Employers allowed to participate in recruiting events on campus at Utah Valley University must agree to abide by the following protocols and must ensure that all employees and company representatives abide by the same requirements.

Recruiting Reservations:

1. All recruiting on Utah Valley University campus must be approved by the Career Development Center (CDC).

2. Scheduling of facilities and venues must be coordinated through the Career Development Center (CDC) only and not through the Student Center offices or the UVU Facilities offices.

3. No Recruiting is allowed in other parts of campus.

Facilities / Venue Information:

4. Facilities are scheduled solely for employee recruiting purposes. No products or services of any kind may be promoted during your recruiting visit, with the exception of any Information Sessions, Interview Sessions or other events provided by the Career Development Center.

5. Size and Space Information. Your booth space consists of one 3’ x 6’ table (at Career & Internship Fairs) or one 3’ x 8’ table (at other events including Job Expos) with two (2) chairs or four (4) chairs based on the event or package you purchased. The location of the table is not to be altered.

6. Display Length. Displays may not exceed the table length of six (6) feet for Career Fairs and eight (8) feet for other events.

7. Table, Hall and ADA Requirements.
   a. Tables must remain within the Display Zone placards located on the concourse walls;
   b. Tables must be located so that they are not within ten feet of an exit, exit-way, cross-point, etc.;
   c. Tables must be situated no more than 10 feet from the wall;
   d. Tables are to stay close to the window or wall with two chairs behind the table;
   e. You may NOT move the location of the table;
f. Employers and their employees are not allowed to impede traffic in any concourse hallway. You may not block the flow of traffic or allow others to block the flow of traffic; and

g. All activity is to remain at the table.

8. Audio / Video Requirements. We have been made aware of a campus policy requiring that no audio or video with audio is allowed in order to avoid disturbing classroom and / or business functions. Please ensure that your displays conform to this policy. Furthermore, no sound from displays or audio / video is allowed.

9. Other Booth Restrictions. Due to size and weight issues, couches, chairs, and other furniture or items that are not standard for recruiting events will not be allowed. Please feel free to contact the Career Development Center with any questions regarding your display. The Career Development Center leadership will provide the final determination (the final say) of what is permissible at any event and may change without notice.

   a. No tents, canopies or inflatable displays are permitted;
   b. Activities such as basketball or golf are restricted and generally prohibited; and
   c. Student employees may not “hang out” at the table unless they are one of the attending recruiters.

10. Registration and Location Restrictions.
    a. No Recruiting is allowed in other parts of campus during any event. Recruiters are required to remain at their table.
    b. All recruiters at any event must have paid for a table and cannot recruit without a table that has been reserved and paid for.

11. Electrical Access. We are happy to provide access to electrical outlets, if available depending on the venue. We have a limited number of extension cords and recommend that you confirm electricity availability and that you also bring your own extension cord if it is critical. In addition, if electrical access is required, you must make a request by email at least two (2) weeks in advance and receive confirmation from the CDC.

12. Accident Prevention and Insurance Issues. Each employer agrees to conduct its activities on UVU campus in a manner that will not endanger any person (students, faculty, staff, or employees of the Employer) and to indemnify, defend, and hold harmless Utah Valley University 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 Employer, arising out of the activities conducted by the Employer. Furthermore, the Employer will not do or permit to be done anything in or upon any portion of the campus 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.

13. Responsibility. The Employer 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 Employer, regardless of how the loss or damage is sustained.
14. **Other Booth Display Restrictions.** Partitions may be used when available, and banners may be hung on the front of the tables. **Tape is prohibited from being used on floors, windows or walls.** Signs may be hung on the windows with **suctions 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.

15. **Illegal Substances.** 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 Utah Valley University. Failure to adhere to this policy will result in the permanent barring from all future recruiting events.

**Candidate / Student Interaction:**

16. Before making an offer, the employer must fully disclose all of the terms and conditions of the employment opportunity.

17. You are permitted to pass out fliers, however, you **may not** stop students in the main traffic areas. **You are not allowed to actively stop a student in any way.** The student must approach the table with the intent to investigate.

18. Recruiters must stay within three (3) feet of their table while recruiting – **DO NOT** block traffic flow.

19. We cannot guarantee the level of traffic or interest at your booth.

20. In order to improve our services, the CDC reserves the right to request student evaluations of events, training received, employers, and job experiences.

21. Confidentiality. All information you acquire from our students should be treated as confidential and may not be shared with other organizations, anyone else at any recruiting events you may attend or anyone not specifically given that information either outside your organization or inside your organization. All student information is subject to FERPA laws and must be considered confidential.

**Discrimination Requirements:**

22. The CDC prohibits discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or veteran status as specified by federal, state, and city laws and regulation.

23. Employers are required to comply with all nondiscrimination requirements of The **Age Discrimination in Employment Act**, The **Americans with Disabilities Act**, the **U.S. Equal Employment Opportunity Commission**, and **Title VII of the Civil Rights Act of 1964**. These include, but are not limited to:
a. Making reasonable accommodations for a disabled person so that he/she may participate in the recruitment activities;
b. Avoiding the use of inquiries that are considered unacceptable by EEO standards during the recruiting process; and
c. Refusing to screen and select resumes/candidates for interviews/employment based upon the race, color, religion, age, national origin or ancestry, gender, sexual orientation, mental or physical disability, marital status, or veteran status of a candidate (defined to include current students/enrollees and alumni).

**Other Event Requirements:**

24. Registration for the events will open on the date specified in the published Save the Dates document each year. Employers may register through the UVU Wolverine Career Link at http://www.myinterface.com/uvu/employer/ or by contacting JanaLee Carter at 801-863-6364 or JanaLee.Carter@uvu.edu.

25. Each event targets a unique demographic of our student body and we encourage you to contact the Career Development Center for assistance in identifying the most appropriate opportunities for your organization.

26. Partnership Opportunities are available to employers interested in additional recruiting and branding opportunities on campus. Contact the Employer Relations Manager for details.

27. The Career & Internship Fairs as well as the STEM Career & Internship Fairs are reserved exclusively for employers recruiting for professional career positions and/or professional-level internships. All positions must require a university degree, or are directly related to one of more majors or programs provided at UVU.

28. The Career Development Center reserves the right to limit the number of employers from any given industry.

29. Participation in recruiting events will be exclusively at the discretion of the Career Development Center.

30. Registration does not guarantee approval or participation, but is instead an application for participation. Once the approval process for each registration has been completed, a separate email and invoice will be sent by the CDC.

31. Employers recruiting for 100% commission positions must:

   a. Meet the requirements identified under the “Employer Eligibility Requirements” section;
   b. Provide yearly salary information for employees in the same positions.
   c. Post all positions on the Wolverine Career Link and have them approved; and
   d. Must recruit for hourly paid positions in addition to the commission positions.
32. Employer registration is considered and approved based on the date of registration.

33. Table assignment is considered and approved based on the date of registration with the exception of organizations participating in the CDC Partnership Program.
34. Recruiting on UVU’s campus without consent from the Career Development Center is prohibited. Violators of this policy will be asked to leave and will be refused admittance at future UVU Recruiting Events.

Job Posting and Employer Eligibility Requirements:

35. Full-time, part-time, internship, entry-level, and experienced/alumni positions may be posted on the Wolverine Career Link. Commission-only positions will not be accommodated. Postings shall be defined in the following manner:
   a. Full-time, “degreed” positions must:
      • Require at least a two or four-year degree
      • Offer salary or salary/commission combination (no commission-only)
   b. Full-time or Part-time entry-level positions must:
      • Offer salary or salary/commission combination (no commission-only)
      • Clearly state the level of compensation (paid or unpaid)
   c. Experienced/Alumni positions must:
      • Not be student internships
      • Require at least 2 years of work experience

36. Companies offering volunteer positions and unpaid jobs are NOT allowed to recruit on campus and are NOT allowed to post positions on the Wolverine Career Link.

37. UVU and all other departments/offices of the school reserve the right to make a determination of the appropriateness of all positions posted on the Wolverine Career Link as well as those recruited for at any event. Additionally, the Career Development Center reserves the right to refuse service to any employer whose industry, recruiting practices, job postings, etc. do not adhere to UVU recruiting guidelines and/or policies as described in more detail below. We reserve the right to withdraw position postings and remove on-campus recruiting privileges when warranted by questionable recruitment practices or unethical behavior.

38. All employers recruiting through Utah Valley University Career Development Center are required to meet the following criteria:
   • The employer must have a valid and active Business Entity Number or provided the CDC a valid copy of documentation (such as a current business license) to prove they are a legitimate business which has acquired legitimate legal state or federal authorization to conduct business in the United States.
   • All employers must have completed the approval process required for Activation on the Wolverine Career Link.
   • All positions being recruited for must be listed on the UVU Wolverine Career Link at www.uvu.edu/cdc.
   • If your organization does not meet the above criteria you will not be allowed to recruit at Utah Valley University.
39. MLM or Multilevel pay structure organizations.
   • No out-of-pocket fees can be required of the student. (Exceptions include government licensing and certifications and must be approved by the Career Development Center. If you have questions, please contact the Career Development Center.
   • The Career Development Center does NOT allow Multi-Level Marketing organizations to recruit on campus.
   • The students’ 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.

40. Commission-Based Positions. Employers recruiting students to fill commission-based employment positions are NOT allowed to recruit on campus unless 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. 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.

41. 1099 Positions. Companies offering 1099 paid positions and are independently contracted are NOT allowed to recruit on campus and are NOT allowed to post positions on the Wolverine Career Link.

42. Employers that are recruiting students to fill commission-based (excluding 1099) employment positions and do not meet above stated criteria are encouraged to take advantage of the following options:
   • Place an ad with UVU Review, Utah Valley University’s newspaper (801-863-8688);
   • Contact the Department of Workforce Services;
   • Contact LDS Employment Services; and / or
   • Place ads with various newspaper outlets such as The Daily Herald, Deseret New, Salt Lake Tribune, etc.

43. Third-Party Agencies are not allowed to participate in recruiting events without special approval from the Career Development Center. Protocols pertaining to posting of positions on the Wolverine Career Link are listed below.
   a. In House Positions. Once a third-party agency has completed our approval process, that organization will be welcome to post any positions that are direct hires for that organization. These must be in-house, direct hire corporate employment opportunities.
b. **Represented Organization Approval.** However, EACH organization for which a third-party company intends to post positions in behalf of that organization (referred to as the Represented Organization) must:

- Create their own account on the Wolverine Career Link.
- Create a profile for the appropriate contact within the Represented Organization on the Wolverine Career Link.
- **NOTE:** Both the account and profile must be created by the contact at the Represented Organization and not by you or someone within your agency.
- Work with our Approval Team as we evaluate the account and profile for the Represented Organization.
- Once the Represented Organization has been approved, we will need written notification directly from them that the third-party firm is authorized to post positions in their behalf.
- Finally, we will need written notification directly from the Represented Organization that the third party agency has an exclusive contract to recruit and post positions in their behalf. This will enable us to prevent any duplicate postings.
- Each new Represented Organization for which the third-party organization posts positions for will need to go through a separate approval process

c. **Represented Organization Job Postings.** Once the full approval process has been completed, the third-party agency will be allowed to post positions under the following conditions:

- Jobs posted on the Wolverine Career Link through a third-party agency **MUST** be for positions requiring a college degree, or are career-related positions including internships.
- The third-party agency **MUST** disclose the name of the Represented Organization for which they are recruiting on the first line of each Job Description.
- The third-party agency may not charge students for placement services or job referrals.
- Each new job posting will go through a separate approval process and only those positions that meet the requirements above will be approved.

44. Door to Door Sales Positions. Organizations interested in recruiting for door to door sales positions are not allowed to participate in recruiting events without special approval from the Career Development Center. Protocols pertaining to participation in events are provided below.

a. **Part-Time Student Job Fairs.**

- We will allow two (2) organizations designated as D2D to attend each of the two Part-Time Student Job Fairs.
- These fairs are scheduled for August 31, 2016 and March 15, 2017.

b. **Monthly Job Expos.**

- We have increased the number of D2D organizations allowed to four (4) that will be allowed to attend each of the six Monthly Job Expos.
- These events are scheduled for October 10, 2016; November 7, 2016; December 5, 2016; January 9, 2017; February 13, 2017; and April 3, 2017.
• Please be aware that we have increased the venue availability at these events in October and November as a pilot and will proceed in implementing this protocol for the remaining Expos only if the first two events are successful.

c. Career & Internship Fairs.
• We have three Career & Internship Fairs which include the STEM Career & Internship Fair and only allow recruitment for career-related, degree-required positions or internships at these events.
• No D2D positions will be allowed and only D2D organizations that are recruiting for corporate positions will be allowed to participate in these events.

d. Program Specific Events.
• Events such as Meet the Firms and the Nursing Department Employer Fair are designed for specific majors which generally do not impact D2D organizations.
• However, if you have opportunities which are appropriate for these events, registration will be considered on a case-by-case basis.

e. Participant Selection.
• In order to increase the opportunity for all D2D organizations to be on campus, we have implemented a lottery system.
• The selection of participants for each Part-Time Job Fair and Monthly Job Expo will be only by lottery.
• A lottery will be held two (2) weeks prior to each event.
• Each organization will be allowed to participate in a maximum of one (1) event each semester.
• You will have the opportunity to decline selection in order to be included in a later lottery. For example, if your organization is selected for the Part-Time Student Job Fair on August 31 and you accept, you will not be allowed to participate again until January.
• If you decline selection for an event and request consideration in the next lottery be aware that you may not be selected for that event because the lottery may include more candidates.

f. Lottery Requirements.
• Before you can be entered into the lottery, you and your team will be required to meet with a member of the Employer Relations team (JanaLee Carter or Heidi Festin) and receive approval to be entered into the lottery. At that meeting, we will explain the Career Development Center protocols for on-campus recruiting. We will also require you to ensure all members of your team agree to those protocols.
• After you have received that approval, please contact Heidi Festin to request consideration in the lottery for each event in which you wish to participate.
• Please be aware that if any member of your organization violates the CDC protocols, your consideration for all lotteries will be removed. This
includes placing fliers on campus, recruiting at events at which you are not registered, recruiting on other parts of campus, etc.

45. Internships. Any organizations offering internships will be referred to the Internships Department which can be reached at 801-863-6364.

Payment Requirements:

46. Registration Prepayment. The Career Development Center requires prepayment for all events which must be made at least ten (10) days prior to each event. The Career Development Center reserves the right to cancel your reservation if payment has not been received ten (10) business days prior to the event.

47. Payment. For your convenience, payments can be made through one of the following options:
   a. Online payment. Simply click on the following link: Credit Card Payment;
   b. Check. Mail your check to the following address:
      Career Development Center, MS 203
c/o JanaLee Carter, Employer Relations Manager
Utah Valley University
800 West University Parkway
Orem, Utah 84058 – 6703
   c. Telephone payment. Contact either Heidi Festin or JanaLee Carter at 801-863-6364.

48. Registration Cancellation. If you decide not to attend an event, please let us know as quickly as possible so that we can cancel your registration and therefore allow another organization to take advantage of the opportunity to attend.
   a. If notice of cancellation is made ten (10) or more business days before the event, we will be happy to provide you with a full refund. If your cancellation is made nine (9) or fewer business days before the event you will be able to receive a refund only if we are able to fill your booth.
   b. If you cancel on the day of the event or do not show up for the event, you will not be eligible for a refund. You will also be required to make the payment (if you have not already done so) prior to registering for any future recruiting events.
   c. If you need to cancel your registration, your payment may be transferred to another event, if we receive your notice of cancellation ten (10) or more business days prior to the event.

Parking Information:

49. Parking for recruiting events is located in the Parking Garage north of the Sorenson Center.
50. **ONE VEHICLE PER ORGANIZATION** is included in the registration for all events. Two vehicles per organization is included in ONLY the Premium Package registration for the Career & Internship Fairs as well as the STEM Career & Internship Fair.

51. If you require additional parking for additional recruiters, the payment for parking is the responsibility of that recruiter. For your convenience, the charge is $1.00 per hour (may be changed at any time without notice) which may be made at the automated booths found throughout the Parking Garage. The booths accept cash (no change is available) and credit cards.

**Food Policies:**

52. All food and refreshments (other than pre-packaged snacks and candy) on campus must be provided by UVU Dining Services.

53. No food items (other than candy or prepackaged treats or snacks) are allowed without approval from the Career Development Center.

54. Any food, such as candy, that is approved to be provided outside UVU Dining Services must be prewrapped.

55. Food is allowed at Information Sessions and the Career Development Center will make arrangements through Dining Services in your behalf.

56. The Career Development Center will be responsible for making arrangements for all food provided at on-campus events including:
   a. Career & Internship Fairs;
   b. STEM Career & Internship Fairs;
   c. Monthly Job Expos;
   d. Part-Time Job Fairs;
   e. Information Sessions; and
   f. Any other event not listed above.

57. The number of lunches included in the registration fee for each event is provided below.
   g. Career & Internship Fairs and STEM Career & Internship Fairs
      • Two Lunches with the Standard Package
      • Four Lunches with the Premium Package
   h. Part-Time Job Fairs
      • Two Lunches (generally vouchers)
   i. Monthly Job Expos
      • Two Lunches (generally vouchers)

58. Additional lunches are available at the Career & Internship Fairs and the STEM Career & Internship Fairs if notice is received at least ten (10) days prior to the event.

**Recruiter Limitations:**

59. The number of recruiters will be limited to **only two recruiters at a time at your booth** with the following exceptions:
a. You are allowed to have more than two recruiters at your table as long as you have paid the extra recruiter registration fee for every recruiter attending the following events:
   • The Fall Career & Internship Fair;
   • The STEM Career & Internship Fair; or
   • The Spring Career & Internship Fair.

b. If you need to have more than two recruiters attend any of our other recruiting events because of scheduling for your employees, you are welcome switch out recruiters at the following events, but please be aware of our Food Policies and Parking Policies.
   • The Fall Part-Time Student Job Fair;
   • The Spring Part-Time Summer Job Fair;
   • The Monthly Job Expos; or
   • Any other special recruiting events.

Mailing Procedures:

60. If you would like to mail materials to our office, you may ship materials to:

   UVU Career Development Center – MS 203
   c/o JanaLee Carter, Employer Relations Manager
   Utah Valley University
   800 West University Parkway
   Orem, Utah  84058-6703
   801.863.6364

61. Be sure to include the name of the Employer Relations Manager, JanaLee Carter on your package in order to ensure delivery. This will ensure our mailing services know who to contact with questions.

62. Be sure to mail all supplies at least ten (10) business days in advance and consider sending them overnight in order to ensure they are delivered to your table on time.

63. On time delivery of materials and supplies cannot be guaranteed especially any that are mailed less than ten (10) business days prior to the event.

64. The Career Development Center is not responsible for ensuring delivery of any items shipped to our offices and is not responsible for lost, stolen or damaged items.

65. To assist us in locating any shipped items, please be sure to confirm arrival of shipped items at our offices at least three (3) business days before the event.

66. Ensure that your recruiters bring the tracking number of any shipped items to the event.
Professionalism Expectations:

67. We encourage all employers to dress and act in a professional manner, acting as an example to the students present at the event.

68. We teach, and value integrity. We have an expectation that recruiters will be both professional and considerate of students and other recruiters.

Other Requirements:

69. Please inform all company representatives recruiting on our campus about these protocols. Each representative is responsible for reading this information completely and abiding by these protocols. The entire company will be accountable if any representative violates UVU policies.

70. Once again, NO recruiting may be done on any UVU campus or targeting UVU students without the approval of the Career Development Center. This includes tabling in any form and the distribution of fliers or information on campus.

71. The UVU Career Development Center reserves the right to approve or disapprove any company/organization to post positions or recruit on any UVU campus. All organizations on campus are expected to exemplify professional and respectful behavior toward students, faculty, staff and other recruiters. Furthermore, any organization or recruiter that engages in any type of activity with the intent to defraud students will be permanently prohibited from posting positions or recruiting on UVU’s campus. Finally, we only allow companies to post positions that we deem legitimate and appropriate for our students. If your organization or any representative of your organization violates any one of these policies and/or guidelines any one of the following steps may be taken:

c. Your account on the Wolverine Career Link may be changed to “Inactive”.

d. You will not be allowed to recruit on campus. Depending on the situation your organization may be:
   a) placed on probation,
   b) not allowed to recruit at UVU for one (1) year; or
   c) prohibited from recruiting at UVU indefinitely.

e. You may be required to meet with a committee of at least three members from the CDC and Internships Services to discuss your status.