



UTAH VALLEY UNIVERSITY

CAREER DEVELOPMENT CENTER

Event Details & Employer Recruiting Protocols

On-Campus Recruiting

2019 – 2020



UTAH VALLEY UNIVERSITY

WELCOME

We very much appreciate your interest in recruiting students at UVU and look forward to assisting you in your recruiting efforts. Kindly keep in mind that all employers allowed to participate in recruiting events on campus at Utah Valley University must abide by the following protocols, and must ensure that all company representatives abide by the same requirements. The Career Development Center also reserves the right to limit the number of employers from any given industry and to decline participation in recruiting on campus including use of Handshake.

RECRUITING PROTOCOLS

1. **Recruiting at Utah Valley University (UVU) is at the discretion of the Career Development Center (CDC).** The UVU CDC reserves the right to allow or prohibit any company/organization interested in recruiting students at UVU through job postings, on-campus events or any other form of recruiting. Recruiting on campus without permission from the CDC is not allowed. This includes shoulder-tapping, handing out fliers, and any other form of contact with students with the intent to recruit.
2. **NACE Standards.** The CDC also supports adherence to the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice and requests that recruiters abide by the same standards. <https://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>.
3. **Discrimination.**
 - The UVU 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
 - 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:
 - Making reasonable accommodations for a disabled person so that he/she may participate in the recruitment activities;
 - Not making inquiries that are considered unacceptable by EEO standards during the recruiting process; and
 - 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).

- 4 **Registration Confirmation.**
 - Registration for a Fair does not guarantee approval or participation, but is instead an application for participation.
 - Registration is complete once it has been approved by the Employer Relations Manager and the registration fee paid and received by our office.
 - Registration is considered and approved based on the date of registration.
 - Table assignment at Fairs is also considered based on the date of registration and payment receipt.

- 5 **FERPA.** All student information is subject to FERPA laws, must be considered confidential, and may not be shared with any other organization

- 6, **Event Purpose.**
 - A. **The Career & Internship Fairs as well as the STEM Career & Internship Fairs** are reserved exclusively for employers recruiting for professional career positions and/or degree-related internships. Positions must require a university degree and / or must be directly related to one of more majors or programs offered at UVU.
 - B. **Program-Specific Fairs**, are for students in specific degree or certificate programs. Recruiters must have opportunities requiring training in appropriate programs in order to participate. The program-specific fairs include:
 - o Health Professions Career Fairs
 - o Public & Community Health Career & Internship Fair
 - o Public Services Career & Internship Fair
 - C. **Door to Door Job Fair.** This event is specifically for organizations that include a door-to-door component in their sales process.
 - D. **Student Job Fairs.** These events are for students looking for jobs they can work while attending school. Jobs must be flexible or part-time. These events include:
 - o Part-Time Job Fairs; and
 - o Job Expos.

ITINERARY DETAILS

1. **Start Time.** Beginning times for events are as follows:
 - Career & Internship Fairs begin at 10 am
 - STEM Career & Internship Fairs begin at 10 am
 - Part-Time Job Fairs begin at 10 am
 - Job Expos begin at 10 am
 - Door to Door Job Fairs begin at 10 am

2. **Arrival.** Be sure to arrive on campus at least 40 minutes prior to the event. Keep in mind that it will take approximately 10 to 20 minutes for us to usher you from the parking garage to the venue. You are welcome to arrive up to one hour prior to the event.

3. **Parking.** See details below for information regarding Parking.

4. **Set Up.** Please have your booth ready at **the beginning of the event.**

5. **Late Arrival.** Your booth reservation will be honored until 15 minutes after the start time of the event (or 10:15 am). If you do not arrive by 15 minutes after the start time, and we have not heard from you, your booth may be offered to another organization on our Wait List.
6. **If You Are Lost.** If you get lost or have difficulty, please call our main number at 801.863.6364 for assistance. Be sure to request that our reception team text us so we are aware of your situation and can hold your booth for you. Keep in mind that we will also need to make arrangements for someone to meet you in the Parking Garage if you arrive 15 minutes or more after the beginning of the event.
7. **Lunch.**
 - **Career & Internship Fairs as well as STEM Career & Internship Fairs** include Continental Breakfast, Catered Lunch and unlimited fountain drink refills at Scoops. The Standard Package covers two (2) recruiters and the Premium Package covers four (4) recruiters. Extra lunches are available at an additional charge of \$30, but must be received at least 14 days in advance.
 - **The Public & Community Health Career & Internship Fair** does not include lunch because this event is complimentary for registered employers.
 - **All other fairs and recruiting opportunities** include two (2) Box Lunches with each registration.
8. **End Time. Ending times for recruiting events are as follows:**
 - The Fall Career & Internship Fair ends at 3 pm
 - The Spring Career & Internship Fair Day Session ends at 3 pm
 - The Spring Career & Internship Fair Evening Session is from 4 pm to 6:30 pm
 - Both STEM Career & Internship Fairs end at 3 pm
 - Part-Time Job Fairs end at 2 pm
 - Job Expos end at 2 pm
 - Door to Door Fairs end at 1 pm.
9. **Spring Career & Internship Fair Note.** This event includes an Evening Session which runs from 4 pm to 6:30 pm and is complimentary for organizations registered to attend the Day Session. A separate registration fee is required for organizations registering to attend the Evening Session only.
10. **Departure for Student Recruiting Events.** At student recruiting events including the Job Expos, Part-Time Job Fairs and Door to Door Fairs, recruiters are not permitted to hang out, check emails, take phone calls, or continue visiting with students after the end of these events. Please exit the facilities and campus promptly at the end of the event. Recruiters and their colleagues are not allowed to remain on campus for recruiting or other purposes after the event.

EVENT LOCATION

1. UVU Main Campus.

- The UVU Address for recruiting events held at the Main Campus is: 800 West University Parkway, Orem, Utah 84058-6703.
- Phone No.: 801.863.6364. Feel free to call with questions.
- Directions: In case you are unfamiliar with our campus, Utah Valley University is located at 800 West University Parkway, Orem, Utah 84058. From Salt Lake City, take I-15 toward Las Vegas, then take the UT-265 / University Parkway exit – Exit 269. You will find UVU campus is just east of the I-15 Freeway in Orem.
- Fairs on Main Campus include all but the Public & Community Health Career & Internship Fair and the Health Professions Career Fairs.

2. UVU West Campus.

- The UVU Address for the West Campus is: 951 South Geneva Road, Orem, Utah 84058
- Phone No. 801.863.6364. Feel free to call with questions.
- Directions: Utah Valley University West Campus is located at 951 South Geneva Road, Orem, Utah 84058. From Salt Lake City, take I-15 toward Las Vegas, then take the UT-265 / University Parkway exit - Exit 269. You will find UVU West Campus is just west of the I-15 Freeway in Orem. Turn right onto West University Parkway and then right onto Geneva Road. The West Campus is just ½ a mile from the light after turning onto Geneva Road.
- Fairs on the West Campus include the Public & Community Health Career & Internship Fair and the Health Professions Career Fairs.

PARKING INSTRUCTIONS

1. **Main Campus.** All event parking on the Main Campus is located in the UVU Parking Garage. Once you reach the UVU Main Campus, the Parking Garage is on the north side of campus between the Student Center and the Church of Jesus Christ of Latter-day Saints Institute Building.

- The Parking Garage has 6 levels. Prior to each event, an Event Information email will be provided to you which includes instructions on which of the levels you will meet CDC representatives. The CDC representatives will be available to assist you and answer any questions you may have.
- If you arrive early and do not see a CDC Representative, please call 801.863.6364 and let our Reception Team know you are arrived. They will text someone to join you in the Parking Garage to provide assistance.

West Campus. At the Health Professions Career Fairs and the Public & Community Service Career Fairs, you may park in any space directly in front of the HP Building.

2. **Number of Vehicles Allowed.** ONE (1) VEHICLE PER ORGANIZATION is included in your registration for all fairs. However, at the Career & Internship Fairs the Premium Package covers two vehicles.

At many of our recruiting events, we have reserved particular floors of the Parking Garage. Please make sure you park only in those stalls we have reserved. All other stalls will be ticketed.

At all other fairs, parking will be covered for the first vehicle to arrive, unless other arrangements are made. If you have more than one vehicle arriving at an event, be sure to determine who will get the free parking prior to your arrival in order to avoid any confusion.

2. **Additional Vehicle Parking is in the Parking Garage.** All other vehicles may also park in the Parking Garage, but will be responsible for their own parking costs. Payment can be made at any of the self-service kiosks, which are located on all levels of the Parking Garage. The cost is \$1 per hour and requires exact change or a credit card. **Be aware that parking must be Pre-Paid if you do not park in the reserved stalls.**
3. **Please Arrive Early.** There may be other events on campus that may make parking more difficult. If there is another event, and the Parking Garage is filled, you are welcome to park in student parking and then call our main number 801.863.6364. If weather does not preclude the use of our Golf Cart, we will be happy to pick you up. We appreciate your patience and care in navigating our campus.
4. **Be sure to make note of your parking stall number.** Please provide your stall number to the CDC representative before leaving the parking garage to avoid a citation.

BOOTH AND FACILITIES DETAILS

1. **Number of Recruiters Allowed at Each Booth.**
 - A. At hallway recruiting events for student jobs, only two (2) recruiters may be at your booth (in front or behind) at any given time. Employees who are answering email or working behind your booth are included in this number.
 - Part-Time Job Fairs – 2 Recruiters Allowed at the Booth
 - Job Expos – 2 Recruiters Allowed at the Booth
 - Door to Door – 2 Recruiters Allowed at the Booth
 - B. At events in the Grande Ballroom for degree-related career positions and internships, the number of recruiters allowed at your booth is based on the Package you select. Up to 6 recruiters may be at your booth, but 4 or less is preferred.
 - Career & Internship Fairs
 - Standard Package – 2 Recruiters
 - Premium Package – 4 Recruiters
 - Note that you may have up to 6 recruiters, but additional lunches will need to be purchased.
 - STEM Career & Internship Fairs
 - Standard Package – 2 Recruiters
 - Premium Package – 4 Recruiters
 - Note that you may have up to 6 recruiters, but additional lunches will need to be purchased.
2. **Blocking Student Traffic.** Employers and their employees are not allowed to impede traffic in any concourse, hallway or aisle. Recruiters are not allowed to block the flow of traffic or allow others to block the flow traffic. Recruiters are also not allowed to stop students. At Career & Internship Fairs and STEM Career & Internship Fairs, recruiters will also need to be respectful of students attending the fair as well as other organizations, by not blocking aisles.
3. **Number of Chairs.** At all fairs, you will have two chairs at your booth for your recruiters.
4. **No Recruiting in Other Areas on Campus.** You are welcome to rotate recruiters at your booth, but you must ensure that your recruiters are NOT recruiting in other areas of campus. *All activity is to remain at your booth.*
5. **Student Employees.** At student events, student employees **may not** “hang out” at your booth unless they are one of the two (2) attending recruiters.
6. **Terms of Employment.** Before making an offer, the employer must fully disclose all terms and conditions about the employment opportunity.

7. **Food and Swag Provided by Employers at Recruiting Events.**
 - You are welcome to provide swag items and / or individual pre-packaged treats such as candy or snacks at your booth.
 - However, no food items other than candy or prepackaged treats or snacks are allowed without approval from the Career Development Center. Any other food items must be provided by UVU Dining Services (801-863-8664) and Kari Dennis, Events & Marketing Coordinator, must be notified of all orders.
 - *Dining Services requires at least 8 business days notice for all food orders. Please ensure you have submitted your order, and received confirmation from Kari Dennis that your order has been placed at least 10 business days prior to the date you need the order delivered.*
 - Food items other than pre-packaged treats or those provided by Dining Services are not allowed under any circumstances.

8. **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. (UVU Policy 157, & 324) Failure to adhere to this protocol will result in the permanent barring from all future recruiting events.

9. **Weapons.** Utah Valley University complies with state law with regard to weapons on campus. Utah state law clearly states that a person may not possess a dangerous weapon, firearm, or sawed-off shot gun on school premises (Utah Code 76-10-505.5) except under certain conditions. One of these exceptions indicates that this criminal statute is not applicable if the person is authorized to possess a concealed firearm as provided by the Concealed Weapon Law. UVU abides by this law and accordingly allows concealed firearm permit holders to possess their concealed firearm on campus. Weapons are not to be displayed at recruiting events, except as legally authorized.

10. **Animals.** Subject to qualifications, exceptions and conditions outlined in UVU Policy 160, only the following animals are allowed on university property: service animals, emotional support animals, and those used in academic courses, laboratories, law enforcement or rescue purposes. Please contact the Career Development Center before bringing an animal on campus.

11. **Professionalism.** We encourage all employers to dress and act in a professional manner, acting as an example to the students present at the event. We teach, and value *integrity*. We have an *expectation* that recruiters will be both *professional* and *considerate* of students and other recruiters. Professionalism includes addressing such issues as:
 - Public displays of affection
 - Throwing candy or swag at students
 - Swearing at or making disparaging remarks to or about students or others on campus.

12. **Responsibility.** Each member of your organization is responsible for the actions of other representatives from your organization. If someone else from your organization violates any of these protocols, you and your organization may forfeit the opportunity of attending future recruiting events.

MORE BOOTH AND FACILITIES DETAILS

1. **Tablecloths.** The Career Development Center is committed to doing our part to preserve natural resources and we are “going green”. As a result, we will not plan to provide tablecloths at future events. However, we will have a few extras in case you forget to bring your tablecloth.
2. **Product Sales.** Facilities are scheduled solely for employee recruiting purposes. No products or services of any kind may be promoted during your recruiting visit, including Fairs, Information Sessions, On-Campus Interviews or other events provided by the Career Development Center.
3. **Booth Size.**
 - A. Your booth space consists of one table and two (2) chairs at your booth.
 - B. Your table size depends on the recruiting event which has been detailed for you below.
 - Career & Internship Fairs – 6 foot table
 - STEM Career & Internship Fairs – 6 foot table
 - Part-Time Job Fairs – 8 foot table
 - Job Expos – 8 foot table
 - Door to Door Fairs – 8 foot table
 - C. If you are interested in using a table other than the one provided, please notify our team immediately upon arrival so we can remove the table provided.
4. **Displays.**
 - Any backdrop display items at the back of your booth, cannot exceed the width of your table (8 feet at Career & Internship Fairs) and cannot block any of the recruiters or their displays on either side of your booth.
 - Your display items may not extend into the aisle beyond the depth of the tables provided.
 - No tents, canopies or inflatable displays are permitted.
 - Please contact Kari Dennis, Events & Marketing Coordinator, for approval or questions regarding your activities, display or booth. The Career Development Center leadership will provide the final determination of what is permissible at any event and may change without notice.

5. **Banner Width.**

All Fairs:

- You are welcome to put banners behind your booth or on top of your table, but displays cannot exceed the length of the table, which is eight (8) feet for all fairs except the Career Fairs which are six (6) feet..

Career & Internship Fairs & STEM Career & Internship Fairs:

- An exception to this protocol will be made at the Career & Internship Fairs and the STEM Career & Internship Fairs as follows:
 - Banners exceeding the six feet width are allowed on the back ends of aisles and on both the far right aisle against the wall and the far left aisle against the wall.
 - If your display width exceeds six feet, please let us know at the time of registration so we can assign you one of these booths.
 - Because we prepare a map with the location of all booths the week prior to the fair, if you arrive with a display that is too long, you may be asked to take it down.

6. **Games and Activities.** You are welcome to provide professional games or activities at your booth, but they must adhere to the following:

- Activities or games must fit within your booth space and cannot extend into the aisle (approximately 8 feet).
- No hard balls of any type are allowed.
- Activities may not interfere with recruiting activities of any other organizations surrounding your booth.
- Drawings are allowed but any illegal activities such as lotteries are prohibited.
- Please contact Kari Dennis, Events & Marketing Coordinator, for approval or questions regarding your activities, display or booth. The Career Development Center leadership will provide the final determination of what is permissible at any event and may change without notice.

7. **Audio / Video Requirements.** Video is allowed, but audio is not allowed even if it is with video. Please ensure that your displays conform to this policy. Furthermore, no sound from displays is allowed.

8. **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 to Kari Dennis, Events & Marketing Coordinator, and receive confirmation from the CDC. **NOTE:** Electrical access is not guaranteed especially at the Job Expos.

9. **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.

SHIPPING INSTRUCTIONS

1. If you would like to mail materials to our office, you may want to consider overnight shipping at least five (5) days in advance in order to ensure that it arrives in time. Be sure to include my name, JanaLee Carter, in order to ensure we receive your materials.

2. **Shipping Address:**

Utah Valley University Receiving
UVU Career Development Center – MS 203
c/o JanaLee Carter
1545 Business Park Drive
Orem, Utah 84058

PAYMENT INFORMATION

1. **Registration Prepayment.** The Career Development Center requires pre-registration and prepayment for all events. Prepayment must be made at least fourteen (14) calendar days prior to each event. The Career Development Center reserves the right to cancel your reservation if payment has not been received fourteen (14) calendar days prior to the event. For your convenience, payments can be made through one of the following options:
 1. **Online Payment.** You are welcome to use our convenient online payment option (preferred) through Handshake just by clicking on the "Pay Here" link below. You will also be able to pay for any event through your event registration on Handshake. Just look for the green "Pay Now" button on the left side of the registration for each event.
 2. **Telephone Payment.** We are also happy to take your payment by credit card over the telephone. Please contact JanaLee Carter, Employer Relations Manager; or Josh Glenn, Employer Relations Assistant, at 801.863.6364.
 3. **Check.** If you prefer, you can send a check to the address below. Please ensure the check includes the COMPLETE address provided. Keep in mind that your check must be received by our office (not just at UVU) at least 14 days prior to the event and if you omit any information, there could be a significant delay in our office receiving the check.

Career Development Center, MS 203
c/o JanaLee Carter
Utah Valley University
800 West University Parkway
Orem, Utah 84058 - 6703

2. **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.
 - If notice of cancellation is made fourteen (14) or more days before the event, we will be happy to provide you with a full refund. If your cancellation is made fourteen (14) or fewer business days before the event, you will be able to receive a refund only if we are able to fill your booth.
 - 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.

For record keeping purposes, if we receive your notice of cancellation at least fourteen (14) days prior to the event, your payment will be refunded rather than transferred to another event.

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QUESTIONS?

1. If you have questions, please contact me or any member of the Employer Relations Team by phone at 801.863.6364 or as indicated below:
 - JanaLee Carter, Employer Relations Manager, JanaLee.Carter@uvu.edu
 - Josh Glenn, Employer Relations Assistant, Joshua.Glenn@uvu.edu
 - Lia K. Hunkin, Employer Relations Assistant, LiaK@uvu.edu
 - Alexa T. Gardiner, Employer Relations Specialist, AlexaT@uvu.edu
 - Natsumi Ruiz, Employer Relations Specialist.

2. For assistance ordering food for any event, please contact Kari Dennis, Events & Marketing Coordinator, at Kari.Dennis@uvu.edu.

EMPLOYER ELIGIBILITY

1. *UVU and all other departments/offices of the school reserve the right to make a determination of the appropriateness of all positions posted on Handshake 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 unprofessional recruitment practices, unethical behavior or unlawful activities.*

2. **Employers recruiting through Utah Valley University Career Development Center must meet the following criteria:**
 - The employer must have a valid Business Entity Number, or provide 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 organizations must create an account on Handshake which is the UVU recruiting platform. That account must be marked "Approved" on Handshake.
 - Operation of the business must be from a location that is specifically for business purposes and not a personal residence.
 - A functioning website must be in operation.
 - Email addresses using a corporate email domain for all employee email accounts is strongly preferred.

3. **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 distributors within Multi-Level Marketing organizations to recruit on campus.
 - Students' compensation cannot be dependent upon recruitment of others.

4. **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 salary/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.
 - Special Permission is received from the Career Development Center.
5. **Door-to-Door Organizations.** Door-to-Door (D2D) organizations are not permitted to attend Fairs outside of the following exceptions:
1. A limited number of booths will be available at the Career & Internship Fairs for D2D organizations, but only for corporate, non-door-to-door positions.
 2. **The Door-to-Door Job Fair.** NOTE: Before your registration for the Door-to-Door Job Fair can be approved:
 - A stakeholder from your organization must meet with the Employer Relations Manager and the Employer Relations Assistant, to review UVU recruiting protocols.
 - In addition, any member of the organization planning to attend a recruiting event MUST meet with the Employer Relations Assistant and sign a copy of this document.
 - After the Employer Relations meetings, and signed copies of this document have been acquired, your request for registration for the Fair will be evaluated.
 - Please be aware that if any member of your organization violates the CDC protocols, your consideration for recruiting events will be denied.
6. **Volunteer Positions.** Companies offering unpaid volunteer positions and unpaid jobs are NOT allowed to recruit on campus and are NOT allowed to post positions on Handshake unless they have full-time positions.

7. **Third-Party Organizations:**

- **In-House Positions.** Once a third-party organization 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.
- **Represented Organization Approval.** For EACH client which a third party intends to post (referred to as the Represented Organization or RO)) MUST:
 - Provide an email directly from the Represented Organization stating that they have a recruiting contract with your organization, and that they grant you permission to post positions on their behalf.
 - Create an account and profile on Handshake, or grant us permission to create a profile for their organization.
- **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:
 - The name of the Represented Organization that the third party is representing must be disclosed in the first line of the job posting.
 - If the Represented Organization has a profile on Handshake, and has already posted the position, we will not approve the same position from the third party.
 - Jobs posted on Handshake through the agency **MUST** be for positions requiring a college degree, or are career-related positions, including internships.
 - The third party organization may not charge students for placement services or job referrals.
 - Student information is protected under FERPA, and shall not be sold, or given to any other clients, or third party without the student granting approval.
 - Each new job posting will go through a separate approval process, and only those positions that meet the requirements above will be approved.
 - Third party organizations are required to be identified as such on Handshake, and shall not conduct mass downloads of student information. Action of this type will result in an immediate decline status.

