

UVU Recruiting Protocol and Information

Utah Valley University | Career Development Center

On-Campus Recruiting & Virtual Recruiting

2021 - 2022

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 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, virtual events, or any other form of UVU student interaction with the purpose of recruiting or hiring. On-Campus recruiting is not allowed without permission from the CDC. This includes shoulder-tapping, handing out fliers, placing fliers on cork boards or vehicles and any other form of contact with students.
2. **NACE Standards.** The CDC also supports adherence to the National Association of Colleges and Employers (NACE) principles and Career Readiness Competencies. For more information access the NACE website. <https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>.

The CDC also supports the NACE Principles for Ethical Professional Practice and requests that recruiters abide by the same standards. <https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>. Further information can be accessed at NACEweb.org.

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

- 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 declined status.

Questions?

If you have questions, please contact 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
- Natalya Asay, Employer Relations Assistant, Natalya.Asay@uvu.edu
- Brooke McCain, Employer Relations Assistant, BrookeC@uvu.edu
- Samuel Choi, Employer Relations Specialist, Samuel.Choi@uvu.edu
- Jeffrey Mullis, Employer Relations Specialist, Jeffrey.Mullis@uvu.edu