

UWL RECRUITMENT GUIDELINES & POLICIES

The University of Wisconsin-La Crosse [Academic Advising Center & Career Services \(AACCS\)](#), [Financial Aid Office \(FAO\)](#), and [International Education & Engagement \(IEE\)](#) are first and foremost committed to working in the best interest of UWL students. The offices have established the following recruiting guidelines and policies to assist employers in making on-campus recruiting a professional, fair, and ethical experience. We expect employers to contribute to a successful recruiting relationship by fully complying with the [NACE Principles for Ethical Professional Practice](#) and the policies listed in this document.

SERVICES

Employer services include but are not limited to: career/job fairs; on-campus interviews; recruitment information tables and sessions; and online job, internship, and event postings through Handshake (career management system.)

Acceptance and participation of employers in the services mentioned above is not to be construed as explicit or implicit approval or recommendation by UWL to its students.

ELIGIBILITY

To be eligible for all services, recruiters must be deemed legitimate organizations with verifiable business name, physical address, email address, phone number (website is desirable) and the name of a contact who can be reached at the listed address(es).

Companies or organizations that hire independent contractors or do not provide a W-2 may use the following limited services:

- Career/job fairs as appropriate
- The use of a room for a presentation once a semester, if available
- The use of an information table once a semester, if available

Third-party recruiters – agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs – may receive all available services when the following conditions are met:

- Third-party recruiter status is disclosed
- No fees are charged to candidates
- Position descriptions are provided to AACCS, FAO, or IEE

- The identity of the employer being represented and the nature of the relationship between the agency and the employer is provided to AACCS, FAO, or IEE and contact information for the employer is provided for the offices to verify the information. AACCS, FAO, and IEE may require the name of the employer being represented to be identified on all announcements

Multi-level marketing organizations (i.e. “pyramid” organizations) are not eligible for services.

AACCS, FAO, and IEE **do not provide services, rooms, scheduling, or sponsorship if:**

- The employment opportunity involves on-campus solicitation of the company’s products, posting of company’s materials, or sale/distribution of products and services;
- The organization is sponsoring an individual to establish his/her own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses;
- The organization requires an initial payment or investment - with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, samples, or presentation supplies;
- The organization fails, for any reason, to provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements;
- The organization fails to submit payment/documentation of payment for any AACCS, FAO, or IEE events or programs.

GENERAL POLICIES

- AACCS, FAO, and IEE maintain and promote a policy of nondiscrimination and non-harassment on the basis of race, religion, color, sex, gender, age, disabilities, marital status, sexual orientation, national origin and citizenship. We provide services only for employers whose hiring practices are non-discriminatory according to federal and state laws;
- Per UW System Regent Policy Document 25-3: Authorized users must not engage in unacceptable use of UW System IT resources, which includes but is not limited to the following: widespread dissemination of unauthorized email messages (e.g., mass mailings, spam, email chain letters)
- In accordance with NACE Principles, alcohol should not be part of the recruitment process on- or off-campus. This includes receptions, dinners, company tours, etc.

- Under no circumstances can student information be disclosed for any reason other than recruiting purposes with the direct employer or designated client, nor can it be sold or distributed to other entities;
- AACCS and FAO will not provide on-site support for recruiters requesting outreach at venues outside of university facilities;
- AACCS and FAO cannot provide equipment (laptop computer, projector, etc.) for outreach events outside their office suites;
- Employers are prohibited from posting positions that request donation (financial and non-monetary), non-refundable fees, investments, or have items or services for sale.

POSTING JOBS AND INTERNSHIPS

The UWL Handshake database is intended to serve the UWL student population by providing bona fide full-time, part-time and internship positions related to a student's course of study. AACCS and FAO reserve the right to decline or remove any position that they believe is not in the best interest of UWL students. Registration with UWL through Handshake is a privilege and can be revoked if in violation of policies.

Please note: All part-time positions are evaluated by the FAO only. Please review their policies for further information.

- AACCS and FAO will accept appropriate job announcements through **Handshake only**;
- Full-time job postings must be for degree-required/related positions;
- AACCS and FAO reserve the right to delete job postings deemed unsuitable for students seeking professional, degree-related work experience and will make an effort to direct employers seeking non-professional employment candidates to other recruiting sources available at the university;
- **Caregivers Disclaimer**: The person placing this advertisement for purposes of seeking caregiver support understands and recognizes that the University of Wisconsin-La Crosse provides this job board as a service and does not endorse, verify, or support the applicants for your position. By posting, you understand that you assume all responsibility for the risks associated with the arrangements and location of care as well as understand that there are no background checks or other verification provided by the university to the applicants for your position.
- Postings related to lawn and snow removal or any odd job by an independent party can be added to an **odd job list** through the FAO and not Handshake. This is a referral service and makes no recommendation regarding employers or applicants.

ON-CAMPUS INTERVIEWS

- On-campus interviews are managed by AACCS.

- Recruiters seeking to schedule on-campus interviews must utilize Handshake's scheduling processes. Additionally, a description of the recruiting process used to fill the schedule as well as a copy of the interview schedule at the time of the interviews must be submitted to AACCS;
- Interview rooms at AACCS for on-campus recruiting are complimentary and will be assigned by AACCS staff;
- Employers participating in on-campus recruiting will report information on the students they hire from UWL when asked for that information. Employers will also allow the students they hire to share salary and destination information with the university to be used in aggregate form for reporting purposes.

REQUESTS FROM ORGANIZATIONS TO TARGET ONLY SPECIFIED AUDIENCES

- AACCS, FAO, and IEE will advertise opportunities that target specific populations if the organization also agrees that it will consider other students or have opportunities open to all interested students.
- Employers often contact faculty/staff members for names of students who would be good candidates for opportunities. Although faculty/staff members may not see harm in providing a list of their best students, there are legal and ethical pitfalls in doing so. If faculty/staff members refer a few individuals to employers without publicizing the position to all students who may be qualified, then the employer is not maintaining a fair and equitable recruiting process. UWL requires that employers post positions on our campus-wide career services management system, Handshake, for all potential candidates to view.

CAREER/JOB FAIRS

Career/job fairs are designed to provide a venue for sharing employment information only; registration is not intended for recruiting to other businesses or for selling products and/or services. Fair participants who do not comply with this policy may be asked to leave the event and/or may be denied future registration.

Event Registration and Delivery Methods

Employers pre-register for career/job fairs through **Handshake** with an employer account. New users to the system have to **sign up for an account**. Registrations will be reviewed by AACCS staff and processed within 24 to 48 business hours. A confirmation email with event details and a link to the invoice for payment will be sent to the registrant's email address. Employers who don't receive a confirmation email should check their clutter or junk email for communication from UWL and/or Handshake. If no confirmation is found, contact the AACCS Employer Outreach Coordinator at 608.785.8362. Payments are preferred prior to the event; all payments must be received no later than 30 days after the event.

Upon arrival, booth/table/packages will be set up and ready at the event location on the time indicated in the confirmation email. Employer who haven't pre-registered for an event and show up are not guaranteed booth availability or participation.

Cancellations and Refund Policy

Registrations canceled within seven days prior to a career/job fair will be evaluated for the possibility of a refund by AACCS Employer Outreach Coordinator and the Associate Director. Employers who register for a career/job fair and don't attend will be responsible for the full registration fee. Refunds for qualifying cancellations (less administrative fee) will be initiated after the fair.

Payment Information Collected

AACCS only keeps information for record of payment. That may include, but is not limited to, a first and last name, a physical address, an email address, and a phone number. No credit card information is recorded.

EMPLOYMENT OFFERS

The university recognizes that employers have certain constraints in the flexibility they have to accommodate student needs. However, employers will refrain from making offers with unreasonable time limits or time-sensitive penalties, which exert undue pressure on students.

On rare occasions, an employer may need to rescind an employment offer to a student. Prior to contacting the student, AACCS must be contacted to discuss the circumstances of the rescinded offer. Employers are expected to provide reimbursement of expenses.

THE FAIR LABOR STANDARDS ACT – Compensation

Employers are expected to comply with the Fair Labor Standards Act regarding intern compensation. Briefly, it specifies that employers in the for-profit private sector need to pay interns at least the minimum wage and applicable overtime unless they meet the six-part test for unpaid interns. Unpaid internships in the public sector and for nonprofit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. By posting an unpaid position, an employer is acknowledging accordance with the Fair Labor Standards Act.

Employers posting an unpaid position with UWL agree to the statement below and attest that they have reviewed relevant federal and state guidelines and their organization's unpaid position meets the required standard:

"I understand there are Federal and State standards which determine whether interns should be paid at least the minimum wage and overtime for the services that they provide to "for-profit" private-sector employees."

For more information, visit the Federal Department of Labor's fact sheet [here](#). Identify and review the applicable requirements from the State of Wisconsin Department of Labor.

INTERNATIONAL STUDENTS

UWL has students studying on visas. No fees are to be paid by students for visa sponsorships. The Immigration and Nationality Act requires that wages must be consistent with the prevailing wage rate for the occupational classification. Although employers are not required to clearly display requirements related to U.S. work authorization in job posting and marketing materials, they are strongly recommended to do so. Any questions should be directed to IEE.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act requires that we obtain consent from students and alumni before releasing their profile and resume information. Employers may use this information only to fill employment vacancies within their own organization. Any information acquired from profiles and/or resumes may not be re-disclosed to any other employer or third party, and it may not be disclosed to other individuals internally for purposes other than employment. More details are available from the U.S. Department of Education website.

RESERVATION & TECHNOLOGY POLICIES

Sponsorship by the AACCS and FAO on campus may be available to an employer to present information about employment opportunities posted through Handshake. To reserve a table, please contact AACCS Employer Outreach Specialist at 608.785.8362; one-week advance notice is required to reserve the table. Organizations are limited to one recruitment table per week.

A Student Union Recruiting Table is for the sole purpose of presenting employment information about an organization. Listed below are statements which each representative of an organization must adhere to during their visit to the UWL campus.

Statements of proper Student Union Recruiting Table procedures

- The recruiting table will be for the express purpose of recruiting employees for employment opportunities posted through Handshake;
- Tables must always be staffed during the reservation period;
- The employer name will be identified on all materials;
- Due to a contractual agreement UWL has with our campus credit union, no other financial/banking organization is permitted to reserve a recruiting table;
- Due to a contractual agreement with UW-L and Chartwells, no food will be allowed to be distributed that is not purchased by Chartwells.
- Disruption or disturbance of regular academic and institutional programs or other approved activities is prohibited
- Individuals may not be accosted, shouted at, forced to purchase items or required to complete an organization's survey

All university reservations policies can be found [here](#). These policies include food/beverage, reservations/scheduling (non-UWL sponsored career events). Rates/fees, events/activities, liability/risk management and other event logistics are outlined in the policies. Failure to abide by these policies may result in loss of recruiting privileges as well as removal from campus.

The [UWL campus publicity guidelines](#) have been developed by the Student Organizations Committee and approved through the UWL Student Association. These guidelines are an administrative function of University Centers. It is advised that all employers review these guidelines as the AACCS, FAO, IEE or University Centers staff reserve the right to restrict or refuse an organization's request for a Student Union Recruiting Table.

Use of the UWL name, seal, wordmark or logo without permission from the UWL University Communications Office is **STRICTLY PROHIBITED**. The university's name, seal, wordmark and logo are registered marks of the Board of Regents of the University of Wisconsin System doing business as the University of Wisconsin-La Crosse.

If, after reviewing and agreeing to uphold these procedures, you remain interested in securing a reservation for a Student Union Recruiting Table, please contact AACCS Employer Outreach Coordinator at 608.785.8362 at least one week prior to your intended campus date.

DIGITAL SIGNAGE

AACCS, FAO and IEE do not sponsor advertisements on digital signage. Entities with on-site connections to UWL (e.g., the bookstore) can submit items.

RIGHT OF REFUSAL STATEMENT

We reserve the right to refuse service to employers for factors such as the following:

- Providing fraudulent information and/or misrepresentation of positions or company information through the dissemination of dishonest information or the absence of information to our staff or students;
- Failure to accurately describe the responsibilities and requirements of the employment opportunity in all publicity
- Promoting positions that are not likely to be of interest to college students or alumni.
- Promoting specific products or ideas (i.e. religious, political, etc.) for the purposes of marketing/promotional and/or membership development vs. employment;
- Requiring students to pay up-front costs in order to work, i.e. membership fees; startup fees; fees for lessons; portfolio or placement fees; or the purchase of tools, samples or sales kits;
- Requiring, at the time of application, personal information such as bank and social security numbers or photos of the applicants;
- Breach of confidentiality of student information as required by the Family Educational Rights and Privacy Act (**FERPA**);
- Incidents of multiple Handshake users accessing information through one user's account;
- Receipt of complaints from students, alumni or staff of improper or illegal recruiting or employment practices;
- Harassment of UWL students, alumni or staff;
- Failing to adhere to AACCS, FAO, and IEE policies and/or any violation of UWL equal opportunity regulations and rules or local, state or federal laws;

EXCEPTIONS TO POLICIES

AACCS, FAO, and IEE reserve the right to make exceptions to the policies. Each exception will be reviewed on a case-by-case basis and does not constitute a change in policy, nor does it guarantee that the same decision will apply in the future.

GRIEVANCES

AACCS, FAO, or IEE staff will investigate complaints by users of our services about job postings, employers, marketing or career events. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the involved employer/agency.

CONSEQUENCES

Employers violating any of these policies may be suspended or denied access to the recruiting program for the following recruitment season. Each circumstance is evaluated independently on the level of the violation and related factors. Consequences range in scope and can include forfeiture of all campus recruiting privileges. For consequences to violated policies, please visit [**this link**](#).

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