

UWL Recruitment Violation Rubrics

Ideally, the Academic Advising Center & Career Services, Financial Aid Office and/or International Education & Engagement will work with the employer to address the offense and appropriately resolve the issue at hand. The Academic Advising Center & Career Services, Financial Aid Office and/or International Education & Engagement offices may use the charts below to guide their decision making and determine consequences if necessary.

If there is no appropriate resolution or if employer repeatedly violates one or more of the UWL Recruitment Guidelines & Policies, the offense will be escalated to the UWL Provost and Vice Chancellor for Student Affairs. If necessary, an advisory committee would consist of representatives from the Provost Office, Student Life Office, Academic Advising Center & Career Services, Financial Aid Office, International Education & Engagement, University Centers and Student Association.

Complaints regarding **university facility usage/policies, illegal activity and publicity** will be directed to the Director of University Centers with a cc: to Provost (PVC) and VC Student Affairs. If warranted, an email may be sent to faculty (Provost) and to the student body (VC Student Affairs.)

Complaints regarding **recruitment practices** will be directed to the Director of Academic Advising Center & Career Services with a cc: to Provost (PVC) and VC Student Affairs. If warranted, an email may be sent to faculty (Provost) and to the student body (VC Student Affairs.)

LOW SEVERITY VIOLATIONS

Violations in this category are considered low risk and/or best suited for a one-on-one discussion with the employer due to the level of enforceability of the violation.

POLICY	VIOLATION (S)	RECOMMENDED CONSEQUENCE
<p><i>All position postings and requests for on-campus interviews are reviewed and approved by a collective of staff from the AACCS & Financial Aid. Employers offering part- or full-time employment that requires up-front costs to students in order to work (i.e. membership fees; startup fees; fees for lessons; portfolios or placement fees; or the purchase of tools, samples or sales kits) will not be allowed to post their positions</i></p>	<p>Job/internship posting does not meet standards/guidelines for appropriateness and content.</p>	<p>Posting denied on Handshake.</p>

<p><i>or conduct on-campus interviews at UW-La Crosse.</i></p> <p><i>The AACCS & Financial Aid Office may review job descriptions posted by any employer for appropriateness and content and reserve the right to remove any job postings and descriptions without notice or explanation to the employer.</i></p>		
<p><i>Multiple users may not access information in one contact account.</i></p>	<p>Multiple users using the same account on Handshake.</p>	<p>Continue to inform employers of the process of creating a new employer account in Handshake.</p>
<p><i>Employers participating in the UW-La Crosse on-campus recruiting program will report information on the students they hire from UW-La Crosse when asked for this 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.</i></p>	<p>Employer fails to report hiring information.</p> <p>Employer does not allow students they hire to share salary and destination information.</p>	<p>Continue to educate employers to report hiring information and encourage students/alumni to self-report when possible.</p>

MEDIUM SEVERITY VIOLATIONS

Violations in this category are consider higher risk and/or more serious with repeat offenses.

POLICY	VIOLATION (S)	RECOMMENDED CONSEQUENCES
<p><i>Employers posting an unpaid position with UW-La Crosse agree to the statement below and attest that they have reviewed relevant Federal and State guidelines and their</i></p>	<p>Employer falsified payment information.</p>	<p>0.5-1 year loss of recruiting privileges.</p> <p>Communicate violation to employer along with consequence. Once the allotted</p>

<p><i>organization's unpaid position meets the required standard:</i></p> <p><i>"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."</i></p> <p><i>For more information, visit the Federal Department of Labor's fact sheet here and also identify and review the applicable requirements for the State of Wisconsin Department of Labor.</i></p>		<p>time for loss of recruiting privileges is up, proactively communicate policies and expectations with employer.</p>
<p><i>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. UW-La Crosse requires that employers post positions on our campus-wide career services management system, Handshake, for all potential candidates to view.</i></p>	<p>Employer repeatedly requests applicants and "lists of best students" from faculty / staff without posting the experience to all possible applicants on Handshake.</p>	<p>First offense: Continue to educate employers that this violates NACE guidelines. Additionally, continue to educate faculty to connect employers soliciting names to Career Services for consultation/policies sharing.</p> <p>Repeat offenses and/or if employer is going beyond Career Services and directly to the faculty member: 1-2 years loss of recruiting privileges.</p>

<p><i>The individual offices reserve the right to prohibit third-party recruiting. Campus interviews are conducted directly by the employing organization's employees, rather than by third-party representatives. In cases where third party representatives are allowed to interview students, they must disclose the name of the client(s) they are representing, the type of position for which they are hiring, and to whom the students' credentials will be disclosed. The AACCS or Financial Aid Office will be permitted to verify this information by contacting the named client(s). If permitted, the third-party representative will conduct recruiting at UW-La Crosse under the name of the hiring organization. Under no circumstances can student information be disclosed for any reason other than recruiting purposes with the designated client(s), nor can it be sold or distributed to other entities. Third-party recruiters coming to the UW-La Crosse campus will represent only one firm during an interview schedule, presentation, or at a booth during a fair or other activity.</i></p>	<p>Third party recruiter repeatedly does not disclose their clients to the AACCS, Financial Aid or IEE staff.</p>	<p>First offense: Job posting denied on Handshake.</p> <p>Repeat offenses: 1 year loss of recruiting privileges.</p>
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HIGH SEVERITY VIOLATIONS

Violations in this category are consider high risk and very serious with repeat offenses.

POLICY	VIOLATION (S)	RECOMMENDED CONSEQUENCES
<p><i>All position postings and requests for on-campus interviews are reviewed and approved by a collective of staff from the AAC & Financial Aid Office. Employers offering part- or full-time employment that requires up-front costs to students in order to work (i.e. membership fees; startup fees; fees for lessons; portfolios or placement fees; or the purchase of tools, samples or sales kits) will not be allowed to post their positions or conduct on-campus interviews at UW-La Crosse..</i></p> <p><i>The AACCS & Financial Aid Offices may review job descriptions posted by any employer for appropriateness and content, and reserve the right to remove any job postings and descriptions without notice or explanation to the employer</i></p>	<p>Employer scams students with unclear or fraudulent job posting practices.</p>	<p>3+ years loss of recruiting privileges.</p> <p>UW-La Crosse Police Department notified.</p>
<p><i>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.</i></p>	<p>Employer serves alcohol at any recruiting event and/or to minors.</p>	<p>If students are under 21 years old, enforceable by UW-La Crosse Police Department.</p>
<p><i>Solicitation, for purposes of employee/intern recruitment, in classrooms, academic buildings, and/or instructors' offices is prohibited without invitation.</i></p>	<p>Employer repeatedly violates campus solicitation policies.</p>	<p>First offense: Warning</p> <p>Repeated offenses: 1- 3 years loss of recruiting privileges.</p>

<p><i>UWL does not allow advertisements for third-party vendors on digital signage. Entities with on-site connections to UWL (e.g., the bookstore) can submit items.</i></p>	<p>Employers and/or third-party vendors post advertisements on digital signage.</p>	<p>First offense: Warning. Repeat offenses: 0.5-1 year loss of recruiting privileges.</p>
<p><i>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).</i></p> <p><i>Per Regent Policy Document 25-3 - Acceptable Use of Information Technology Resources</i></p>	<p>Employer repeatedly violates campus email dissemination policies.</p>	<p>First offense: Warning. Second offense: Deactivate Handshake Account. Repeated offenses: 1-3 years loss of recruiting privileges.</p>
<p><i>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.</i></p>	<p>Employer pulls offers after not giving multiple students reasonable time to accept (2 weeks by NACE guidelines.)</p> <p>Example: only giving students 2 days to make decision</p>	<p>First offense: Continue to educate employers of NACE guidelines and impact on students. Repeat offenses: 1-2 years loss of recruiting privileges.</p>
<p><i>On rare occasions, an employer may need to rescind an employment offer to a student. Prior to contacting the student, the AACCS must be contacted to discuss the circumstances of the rescinded offer. Employers are expected to provide reimbursement of expenses and a small separation allowance for rescinded offers (2-3 months salary).</i></p>	<p>Employer rescinds offers with no provable rationale as to why an offer is rescinded.</p>	<p>3+ years loss of recruiting privileges.</p>

<p><i>UW-La Crosse 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 US work authorization in job posting and marketing materials, they are strongly recommended to do so.</i></p> <p><i>Any questions should be directed to the UWL Office of International Education and Engagement (IEE).</i></p>	<p>Employer charges fees for visa sponsorship.</p> <p>Employer intentionally pays non-U.S. citizen students less than an equally qualified U.S. citizen students.</p>	<p>3+ years loss of recruiting privileges.</p>
<p><i>Employers will follow the Family Educational Rights and Privacy Act (FERPA) when handling student data. Employers that violate FERPA regulations will lose access to all university services.</i></p>	<p>Employer shares student data outside their organization.</p>	<p>3+ years loss of recruiting privileges or possible indefinite suspension of recruiting privileges.</p> <p>Consult UWL Office of Student Life and UW-La Crosse authorities if student data is compromised.</p>