Recruitment Policy Statement

OFFICE OF CAREER SERVICES ● UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

Employers seeking candidates for eligible jobs and internships may formally recruit UMUC students and alumni through CareerQuest job posting database, job fairs, on-campus interviews, recruiting consultations, information sessions and networking receptions. Career Services reserves the right to deny access to recruiting services at any time.

ELIGIBLE JOBS

The eligible jobs for which you may recruit through the Office of Career Services:
- Jobs with professional duties and salaries or hourly wages
- Virtual jobs and internships
- Internships (paid and unpaid)
- Cooperative Education/For credit
- Volunteer
- Part-time/Full-time
- Temporary/Contractual
- Commission Based

Ineligible jobs:
- Opportunities that require candidates to pay fees for application processes, training, equipment, or other job-related expenses (see below).
- Positions that are based in home offices or private residences unless they are virtual.

You may utilize campus facilities, reserved by Career Services, for the purpose of recruiting UMUC students and alumni for eligible jobs and internships. Room requests are subject to availability.

NACE PRINCIPLES FOR PROFESSIONAL CONDUCT

The Office of Career Services ascribes to Principles for Professional Practice, set forth by the National Association of Colleges and Employers, and expects employers to review and honor Principles for Employment Professionals (http://www.naceweb.org/Knowledge/Principles/Principles_for_Professional_Practice).

Consistent with the NACE Principles for Professional Practice, all job postings must contain accurate information about the organization offering employment, and the position offered, and all employers must comply with Equal Employment Opportunity standards.
ENTREPRENEURIAL OPPORTUNITIES

Employment/Entrepreneurial opportunities should pay, at minimum, a base salary in compliance with the minimum wage standards. However, employers offering commission-only positions may post positions and utilize recruitment services if they meet the following criteria: (1) they do not charge the applicant for training, require purchase of supplies, or charge for start-up fees and/or kits, (2) they specify in their job posting under the manner in which compensation will occur including during and after any training, (3) they offer benefits to full-time employees and (4) compensation does not rely on recruiting others to join nor is based on a “pyramid” or “multi-level” type structure.

THIRD-PARTY RECRUITMENT POLICIES

Third-party recruiters must adhere to NACE Principles for Third-Party Recruiters and may recruit UMUC students and alumni at the discretion of the Career Center (http://www.naceweb.org/Knowledge/Principles/Principles_for_Professional_Practice).

You may recruit UMUC students and alumni through CareerQuest job posting database, job fairs, on-campus interviews, recruiting consultations, information sessions and networking receptions.

In addition, as a third-party recruiter, you must provide:
- Position descriptions for eligible jobs upon request.
- Refrain from charging candidates for your services.
- State clearly that you are a third-party recruiter.
- In accord with the Family Educational Rights and Privacy Act, release candidate information provided by the university exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).

COMPLAINTS

Employers should notify the Associate Director of Career Services at careerservices@umuc.edu or (240) 684-2720 with concerns about student conduct during the recruitment process.

Likewise, complaints about a participating recruiting organization should be brought to the attention of the Associate Director.

The Associate Director will attempt to meet with the complaining party and launch an investigation consulting with other University officials as necessary. If, based on a complaint, The Office of Career Services contemplates terminating participation in recruitment activities, the organization should be given the opportunity to respond to the complaint.

Career Services reserves the right to terminate or refuse the participation of any organization in Career Center activities.