University of Wyoming College of Engineering and Physical Sciences Career Services University of Wyoming Employer Expectations

PRINCIPLES FOR PROFESSIONAL PRACTICE

University of Wyoming College of Engineering and Physical Sciences Career Services (UW CEPS CS) follows the [Principles for Professional Practice](#) for Career Services and Employment Professionals, established by the National Association of Colleges and Employers (NACE). Entities recruiting UW students must follow these polices in order to use the UW services provided by Career Services. These principles are available on the National Association of Colleges and Employers website.

Career Services exercises its responsibility to ensure that employer representatives working with UW support the unit's and university's policies in all interactions with students without regard to communication mode. UW reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice or any UW policy.

EXPECTATIONS

Employers working with UW and Career Services shall maintain a professional, transparent and truthful collaborative working relationship with UW staff and students, including (1) cooperation with UW policies and procedures, (2) meeting necessary deadlines to ensure smooth operation of on-campus interview visits, (3) providing the job/company information and data requested, (4) providing hiring or placement data as requested, (5) complying with the legal obligations of recruiters, as well as (6) identifying yourself as representing the organization which employs you in an official role for employment recruitment or on-boarding.

CONFIDENTIALITY & STUDENT INFORMATION: FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Disclosure of student information that employers obtain through Handshake or any other UW affiliated resource is prohibited. Employers that access student information may use it for the official and original purpose only for which disclosure was granted. Employers may not disclose student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. Employers that violate FERPA regulations will lose access to UW CEPS CS services for a determined period ranging from 1 – 5 years.

SERVICE GUIDELINES

1. Safe & Hazzard-free Work Environment: In the event that a student or employee experiences harassment, actual or potential harm at any time by employees of the organization or within the workplace, the employer's recruiting privileges will be suspended. UW CEPS CS reserves the right to refuse service to any employer if a review of the specific opportunity, nature OR status of the

organization is deemed inappropriate for our service population by UW CEPS CS; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if UW CEPS CS receives student reports of discrimination, harassment, threats, unsafe working conditions or any other questionable circumstance(s).

2. Transparency in Representing your Organization: Employers, recruiters or representatives must identify themselves by name, title, the name of the organization which employs them in an official role for employment recruitment or on-boarding. Failure to disclose this information, or providing misleading or false information will lead to immediate suspension of access to UW services.

3. Transparency in Representing Opportunities with your Organization: Employers, recruiters or representatives must accurately describe opportunities, including part-time jobs, internships and full-time jobs through the recruiting process. Providing misleading or false information will lead to immediate suspension of access to UW CEPS CS services.

4. Equity in Employment Access: UW CEPS CS does not recommend or select candidates for employers.

JOB POSTINGS

1. Job postings must be actual, current openings for internships, cooperative education assignments, and/or traditional, W-2 or 1099 full-or part-time employees.

2. Your job postings or e-mail messages must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.

3. You must identify yourself truthfully and accurately in communications with students and must include your legal name, title in the organization, the name of the organization which employs you in an official role for employment recruitment or on-boarding. Failure to disclose this information, or providing misleading or false information will lead to immediate suspension of access to UW CEPS CS services for the organization or representative.

4. UW will review the employer's website and each job description (whether a job listing or for an on-campus interview) for appropriateness. Opportunities suitable for other majors will be shared with the relevant career services office on campus and the employer will be referred to the appropriate contact.

5. Employers of intern and cooperative education students shall specify the nature of any housing or relocation assistance in any interview information, posted job listings and company profile. It is not appropriate to expect a student to relocate out of state without financial assistance or assistance locating appropriate, safe, affordable housing. UW CEPS CS reserves the right to insert alerts in any posted information for those employers that do not provide assistance to ensure that students are able to make informed decisions.

6. Your job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.

7. You may not use your job postings or e-mail to post advertisements or solicitations for employment in the pornography industry; the gambling industry, or post pyramid schemes.

8. You may not use your job postings or e-mail to post false, inaccurate, or misleading information.

RESUME ACCESS

1. Student resumes may be accessed through Handshake profiles if students have included that information and have made it publicly available. UW CEPS CS will not share resumes with employers unless students have agreed to those conditions.

ON-CAMPUS RECRUITING / INTERVIEW SCHEDULING

1. Cancellations: Employers that cancel interview schedules once the student sign-up window has opened are responsible for contacting students who were invited to interview to inform them of the cancellation.

2. Space available: During peak periods, UW CEPS CS may limit the number of interview rooms available for a given employer.

3. Missed deadlines: UW CEPS CS will make repeated efforts to contact employers who miss on-campus recruiting deadlines. However, should the employer fail to acknowledge reminder calls or emails, UW CEPS CS reserves the right to determine whether to change the schedule from pre-select to qualified open or to cancel the interview schedule.

4. Schedules: UW CEPS CS will make every effort to customize interview schedules to accommodate recruiters' needs; similarly, UW CEPS CS will make every effort to ensure that only students who match the employer's stated qualifications and work authorization are able to interview. Employers who decide to remove individuals from interview schedules are responsible for notifying those candidates and explaining why they were removed.

5. Schedule timing: Employers should consider travel implications before interview schedules are finalized—or at least before student sign-up begins—to minimize conflicts on the interview date. UW CEPS CS will gladly accommodate employers' schedule preferences when stated in advance. Please note that all interviews, including any additional interview-related tests, must conclude by close of business at 4:30 p.m.

6. Housing for Interns: Co-op and intern employers should clearly specify the nature of any housing or relocation assistance in their interview information and company profile. UW CEPS CS reserves the right to insert alerts in any posted information for those employers who do not provide assistance to ensure that students are able to make informed decisions.

STUDENT PRIVACY, SAFETY, EQUITY AND INCLUSION

1. Photos or videos shall not be used as part of the selection process. Exceptions will be made for use of video conference facilities on campus for those employers unable to conduct on-campus interviews.

2. Social security numbers shall not be used during the hiring process. Career Services adheres to applicable federal and state EEO laws, regulations, standards and guidelines, and offer employment information without regard to race, color, religion, gender, national origin, sexual orientation, disability, citizenship or identity as a military veteran unless legally required.