



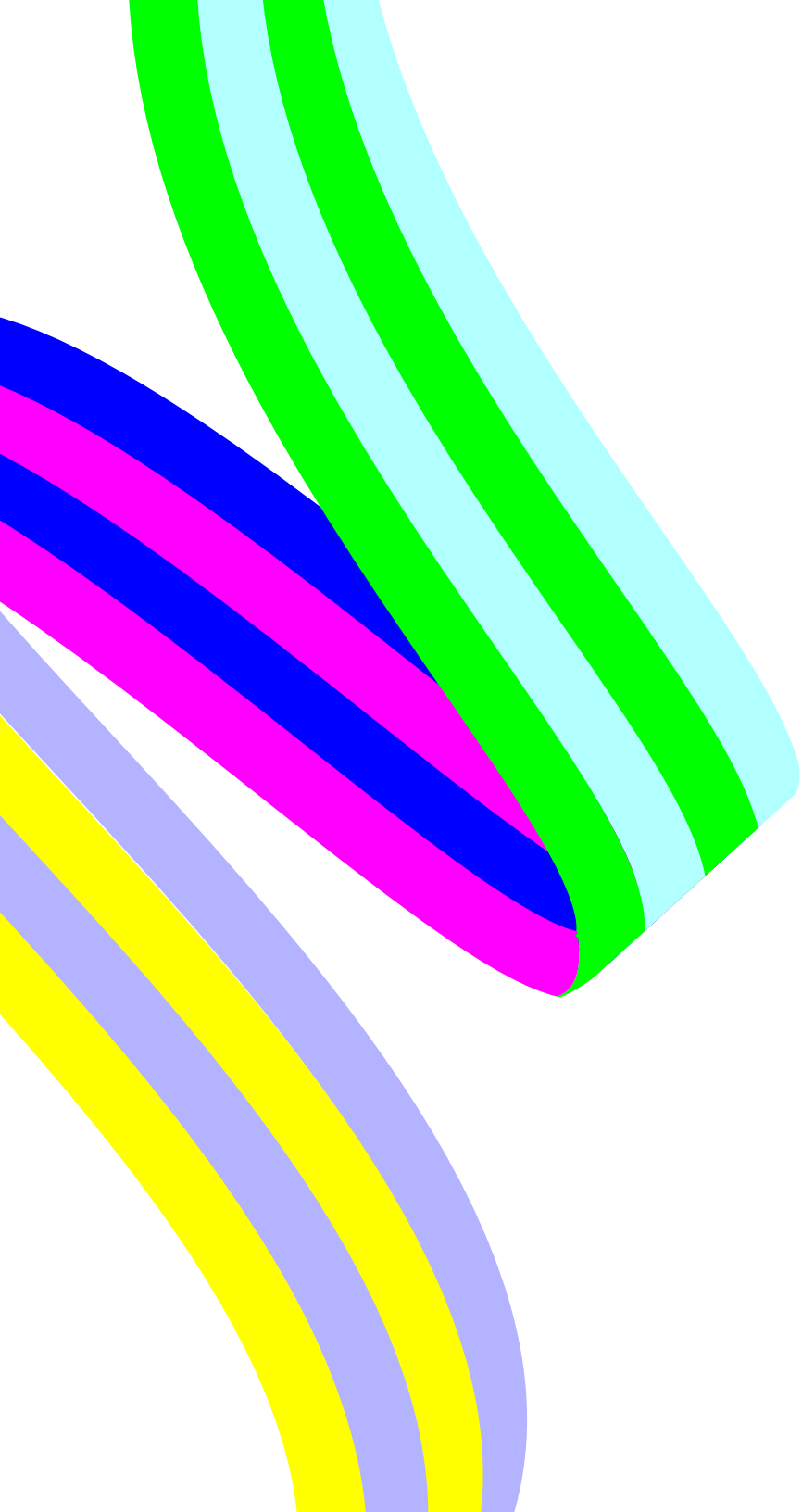
# **POLICIES FOR ELIGIBILITY AND PARTICIPATION**

IN THE CENTER FOR CAREER DEVELOPMENT

## **PROGRAMS AND EVENTS**

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## **I. INTRODUCTION**

The University of Connecticut Center for Career Development thanks you for your interest in our students. The Center for Career Development looks forward to partnering with you in order to meet your recruitment needs and to aid our students in benefitting from the wealth of experiential learning that comes from connecting with employers on and off campus.

## II. PROGRAMS AND SERVICES OFFERED

### Walk-In Career Counseling

The Center for Career Development offers one-on-one advising to discuss career-related needs and questions. Typical advising sessions focus on choosing a major, connecting a major to the world of work, writing résumés or cover letters, finding an internship or job, interview preparation, or assistance with identifying and applying to graduate programs.

### Internships

Internships are work experiences that may be linked to an academic department or done independently. They provide a great way for students to confirm choice of major and/or career while gaining practical work experience. Internships may be done concurrently while a student is carrying a full-time academic course load or during the summer.

### Career Connections

The Center for Career Development coordinates site visits to give students the opportunity to spend a day speaking with professionals about their work in the employer's setting.

### Co-ops

Cooperative Education is a structured educational program that integrates classroom learning and practical hands-on experience in a field related to a student's academic or career goals. The fundamental purpose of Cooperative Education is for students to have an opportunity to learn under real-work conditions. Co-op is a partnership between students, educational institutions, and employers, with specified responsibilities for each party.

### Career-Related Workshops

We offer workshops on a number of different career-related topics. Some of these workshops are specifically for students in organizations, classes, or programs; others are general and open to the entire student population.

### Résumé/CV Writing

During the academic semester, undergraduate review résumés occur Monday through Friday from 10:00AM-5:00PM. No appointment needed. Graduate students or students with curriculum vitae are required to call in advance to make an appointment to meet with a staff member.

### Practice Interviews

The Center for Career Development offers practice interviews, provided by our student paraprofessional Career interns (CIs), that are videotaped and critiqued to provide students the opportunity to see their performance.

### HuskyCareerLink

HuskyCareerLink is a web-based recruiting system that allows Career Services to manage many of the recruiting-related activities we offer to students. Students interested in participating in on-campus interviews and/or viewing electronic job postings register in HuskyCareerLink and utilize the system to view job openings, apply for positions, and sign up for interview times.

## II. PROGRAMS AND SERVICES OFFERED

### Career Fairs

Several recruitment events are held annually by the Center for Career Development on the UConn campus, giving employers several opportunities to connect with our students. The Fall Career Fair is held in early fall and hosts representatives from companies and organizations. These representatives make themselves available to meet and talk with students and alumni about their companies and the employment opportunities available. The Internship/Co-op Career Fair, held in February, provides an opportunity for businesses and government agencies to meet with students and focus specifically on Cooperative Education, internship, and summer career-related experiences. Also in February, the Center for Career Development and Community Outreach host human services and nonprofit organizations for our annual Careers for the Common Good Fair. The Spring Career Fair is held on campus generally in late March/early April and focuses on entry level full time opportunities for graduating students.

### Employer Information Sessions

In conjunction with their on-campus visit to conduct interviews, employers can also host an information session, which provides an opportunity to meet informally with candidates prior to their interviews. Information sessions can also be used by employers not conducting interviews as a way to promote awareness of their company and market job opportunities available for graduating students.

## III. ELIGIBILITY FOR PARTNERSHIPS

Employers who partner with the Center for Career Development (the Center) must be organizations that are professional in nature. Employers are carefully screened to ensure that they are reputable and that they provide legitimate opportunities that foster professional growth and require a college degree. It is preferred that employers requesting partnership have a web site with well-documented information about their organization. If a web site is not available, the Center reserves the right to request additional information regarding the organization in order to confirm eligibility.

For further clarification on eligibility, please refer to Appendix A.

### Careers for the Common Good

Careers for the Common Good (CCG) are socially responsible vocations that benefit the greater good of society. Careers for the Common Good generally occur in the nonprofit and government sectors and tend to include an individual's personal core values. The CCG program at the University of Connecticut, a collaboration between Career Services, the Office of Community Outreach, and the Human Rights Institute, provides resources and encourages students to explore career paths that positively affect the community and society at large. CCG includes an extensive web resource list that is separated into five categories: Post-Graduate Experiences, Career and Job, Graduate School, Professional Development, and Civic Engagement.

### On-Campus Interviewing

Every year, the Center for Career Development invites employers to actively recruit UConn students for full-time permanent positions, internships, Cooperative Education, and volunteer opportunities. The University of Connecticut Recruiting Program provides a convenient and efficient way to connect with viable candidates. Recruiting services include conducting on-campus interviews, posting available jobs via our web-based recruiting system, and/or conducting a candidate search. Employers can also meet and talk with students at recruiting events such as the annual Career Fair, Internship/Co-op Career Fair, and Careers for the Common Good Fair.

## IV. CRITERIA FOR EMPLOYER PARTICIPATION

The Center for Career Development works with and provides services to selected employers who meet the approval process and agree to comply with the following policies and procedures:

Employers who partner with the Center for Career Development agree:

1. To abide by all local, federal, and state laws.
2. Opportunities must be open to all students, and employers will not unlawfully discriminate in the recruiting, interviewing, and hiring of employees. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment) or any other unlawful factor. In Connecticut, protected class characteristics include: race; color; religion; ethnicity; age; gender; marital status; national origin; ancestry; sexual orientation; genetic information; disabled veteran status; veteran status; physical or mental disabilities (including learning disabilities, mental retardation, past/present history of a mental disorder); and prior conviction of a crime.
3. To abide by the University of Connecticut Code of Conduct. All employer representatives of an organization will conduct themselves in a professional manner at all times at all University events. Employer representatives will be knowledgeable of the University Code of Conduct and agree to abide by those parameters when participating in University-sanctioned events on and off campus as well as at employer-sponsored events on and off campus. Information about the University Code of Conduct may be found at [http://www.dos.uconn.edu/student\\_code\\_partiv.html](http://www.dos.uconn.edu/student_code_partiv.html).
4. To abide by the National Association of College and Employers (NACE) "Principals for Professional Conduct for Career Services and Employment Professionals." Employer representatives will be knowledgeable of the NACE Code of Conduct and agree to abide by those parameters when participating in University-sanctioned events on and off campus as well as at employer-sponsored events on and off campus. Information regarding the NACE Code of Conduct may be found at <http://www.nacweb.org/principles/>.
5. To review the NACElink Privacy Policy for Employers and agree to abide by those parameters if they have any interaction with HuskyCareerLink. Information regarding that policy may be found at [http://www.nacelink.com/nl\\_privacy\\_policy.php](http://www.nacelink.com/nl_privacy_policy.php).
6. That under no circumstances will student information be disclosed other than for recruiting purposes, nor will it be sold or provided to other entities outside of the client, or clients, for whom the résumé is intended. If it is found that an organization is in violation of this policy, it is grounds for immediate dismissal from HuskyCareerLink and other services and events.
7. To inform the Center for Career Development of any and all changes in writing, including, but not limited to, changes in individual company representatives, address, telephone numbers, location, or any other relevant contact information.
8. That the Center makes no guarantee and will not be held responsible for a student's suitability or performance.
9. That the Center reserves the right to sever employer partnerships based on the criteria outlined in this policy without reserve.
10. Employer representatives must be professional in their demeanor with all University representatives at all times. Inappropriate behavior, including, but not limited to, yelling, coercion, threatening, or belligerent behavior may lead to the loss of that employer representative's eligibility for participation in any on- or off-campus University events.
11. To engage in reputable business practices. Should there be a question concerning business practices, an investigation will be conducted within the Department of Career Services. An opportunity will be given to the employer in question to provide the Department with documentation in writing of its business practices. The Department of Career Services reserves the right to evaluate both the student and employer documentation in order to make a determination of future business relationships.
12. To provide students with internships, Cooperative Education, and full-time job opportunities that meet criteria requiring those experiences to be career-related or professional opportunities that require a college degree. Consideration will be given to career-related opportunities in specific fields that provide professional experiences in which a four-year degree may not be requisite.

## **V. CRITERIA FOR DETERMINING THE PROFESSIONALISM OF INTERNSHIPS, CO-OPS, AND/OR FULL-TIME JOBS**

The criteria outlined below define how all types of employment are evaluated to ensure that all opportunities are professional in nature.

### **Internships and Cooperative Education**

1. The opportunity must be career-related and use elements from a student's college education.
2. The student will perform professionally related tasks to include projects, presentations, and/or training. The opportunity may not be more than 25% administrative/clerical in nature.
3. The student will be introduced to and engaged in activities that are primary responsibilities of a given profession.
4. The student will be given opportunities to learn skills that are requisite of a given profession.
5. The assigned tasks and activities will be developmentally appropriate and meaningful for the advancement of an individual considering that field or occupation.
6. The work environment will be conducive to learning. The supervision will include mentoring and constructive feedback, allowing the student to develop as a new professional.
7. Opportunities must be open to all students. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment) or any other unlawful factor. In Connecticut, protected class characteristics include: race; color; religion; ethnicity; age; gender; marital status; national origin; ancestry; sexual orientation; genetic information; disabled veteran status; veteran status; physical or mental disabilities (including learning disabilities, mental retardation, past/present history of a mental disorder); and prior conviction of a crime.
8. The Department of Labor has set rules about defining an intern and a volunteer. Please see below to determine your organization's compliance with the Federal Labor Standards Act, [http://www.career.uconn.edu/docs/internship\\_app\\_docs/fair\\_labor\\_standards\\_act.pdf](http://www.career.uconn.edu/docs/internship_app_docs/fair_labor_standards_act.pdf) especially if you offer unpaid opportunities.

Definition of a trainee (terminology by the Department of Labor):

<http://www.dol.gov/elaws/esa/flsa/scope/er15.asp>

Definition of a volunteer: <http://www.dol.gov/elaws/esa/flsa/docs/volunteers.asp>

### **Full-Time Opportunities**

1. The opportunity must be career-related and use elements from a student's college education.
2. A college degree must be required. Consideration will be given to career-related opportunities in specific fields that provide professional experiences for which a four-year degree may not be requisite.
3. The opportunity should exist for the job to serve as a building block for advancing in a given field by providing skills and experience requisite for that field.
4. There should be no expenses accrued by the applicant in order to be employed in that field.
5. Opportunities must be open to all students. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment) or any other unlawful factor. In Connecticut, protected class characteristics include: race; color; religion; ethnicity; age; gender; marital status; national origin; ancestry; sexual orientation; genetic information; disabled veteran status; veteran status; physical or mental disabilities (including learning disabilities, mental retardation, past/present history of a mental disorder); and prior conviction of a crime.

The Center for Career Development reviews the web sites and job descriptions of all organizations participating in the Department's programs or services. The Center reserves the right to contact the organization and request additional information to evaluate whether the opportunity meets the aforementioned criteria. If there is any question regarding the validity of the criteria, the Center reserves the right to refuse the organization access to any program or service. Companies may appeal the decision by the section "Process for Reporting Concerns" outlined in section VIII.

## **VII. RECOMMENDATIONS FOR EMPLOYERS REGARDING EXTENDING OFFERS**

The Center for Career Development requires that employers supply accurate information regarding their organization, employment opportunities, and compensation packages when extending an offer. Employing organizations are responsible for information supplied and commitments made by their representatives.

The Center for Career Development does not have specific restrictions on when offers may be extended. We do ask that employers communicate decisions to candidates within a reasonable time frame, and communicate that time frame to the candidates.

The Center for Career Development asks that employers provide a reasonable time frame for acceptance of offers extended to candidates. No candidate should be given less than ten (10) business days to make a decision on an offer.

Employers are expected to refrain from any undue pressure to accept the job (including, but not limited to, rescission of offer if not accepted in less than the two-week time frame) and from renegeing on an acceptance of an offer.

## **VIII. PROCESS FOR EMPLOYERS REPORTING CONCERNS**

### **Employer Issues**

The Department welcomes you to share with us any concerns you may have. Listed below are the recommended steps to bring a concern to our attention.

Please provide your concern in writing to Lisa McGuire, Assistant Director, Corporate Partner Relations. Concerns should be outlined as concisely as possible so we may garner a full understanding of the issue. Your document may be e-mailed to [lisa.mcguire@uconn.edu](mailto:lisa.mcguire@uconn.edu) or mailed to the following address:

[University of Connecticut](#)

[Department of Career Services](#)

[Lisa McGuire, Assistant Director, Corporate Partner Relations](#)

[233 Glenbrook Road, Unit 4051](#)

[Storrs, CT 06268-4051](#)

The following action will be taken to fully research your concern and address the issue:

1. The matter will be fully investigated by the Assistant Director, and the Corporate Partner Relations team.
2. After review, the Corporate Partner Relations team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the Corporate Partner Relations team may decide to escalate the issue to the Executive Director and the Leadership Team of the Center.
3. As a determination is made, the Assistant Director, Corporate Partner Relations will provide to the employer in writing the decided course of action that was prescribed to resolve the concern.



## **IX. PROCEDURE TAKEN WHEN INVESTIGATING STUDENT CONCERNS ABOUT EMPLOYER**

Students also have the right to direct concerns about an employer to the Department's attention. The following is the course of action that will be taken:

1. The matter will be fully investigated by the Assistant Director, Corporate Partner Relations, and the Corporate Partner Relations team. The Center for Career Development reserves the right to deny employers access to programs, services, or events at any time should there be any reasonable doubt about the business or employment practices of any employer or representative of the employer. Depending on the severity of the student complaint, this revocation may occur prior to any investigation.
2. Students must provide in writing any concerns about an employer to the Assistant Director, Corporate Partner Relations.
3. Depending on the severity of the complaint, the Center for Career Development reserves the right to block the employer immediately from programs, services, or events until an investigation occurs.
4. The matter will be fully investigated by the Assistant Director, Corporate Partner Relations and the Corporate Partner Relations team.
5. The employer in question will be notified that a concern has been filed with the Center for Career Development and will be asked to provide their interpretation of the circumstances in writing to the Assistant Director, Corporate Partner Relations for review.
6. After review, the Corporate Partner Relations team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the Corporate Partner Relations team may decide to escalate the issue to the Executive Director and the Leadership Team of the Center.
7. As a determination is made, the Assistant Director, Corporate Partner Relations will provide to the employer in writing the course of action prescribed to resolve the concern.
8. The student who initially raised the concern will receive in writing the resolution to the concern from the Assistant Director, Corporate Partner Relations.

## **X. COURSE OF ACTION TAKEN BY DEPARTMENT TO ADDRESS CONCERNS REGARDING EMPLOYER BEHAVIOR**

1. The matter will be fully investigated by the Assistant Director, Corporate Partner Relations, and the Corporate Partner Relations team. The Center for Career Development reserves the right to deny access to programs, services, or events at any time should there be any reasonable doubt about the business or employment practices of any employer or representative of the employer. Depending on the severity of the concern, this revocation may occur prior to any investigation.
2. After review, the Corporate Partner Relations team will discuss the concern and possible means to address or resolve the issue. Depending on the complexity of the concern, the Corporate Partner Relations team may decide to escalate the issue to the Executive Director and the Leadership Team of the Department.
3. As a determination is made, the Assistant Director, Corporate Partner Relations or Director will provide to the employer in writing the decided course of action that was prescribed to resolve the concern. Action taken will vary based on severity of action or behavior. Action may include temporary or permanent suspension in any or of all participation in all programs, services and events.

## XI. APPENDIX A

### Accessibility to Programs Matrix

Services available for participation include Career Fairs, HuskyCareerLink, On-Campus Interviewing (OCI), online résumé books, online student search, workshops, and information sessions. Participation in the Career Fair may be limited due to specialty themes, and access is in accordance to the Career Fair Policy.

TYPE OF ORGANIZATION	DESCRIPTION	ELIGIBILITY
Third-party recruiters* – Specialty area	Recruitment specific to occupations such as nursing or science	All services except résumé books on HuskyCareerLink and OCI
Third-party recruiters* – Professional recruiting	No fee to student	Posting on HuskyCareerLink and participation in appropriate fairs No access to résumé books or online student search
Third-party recruiters* – Temporary physical	No fee to student	Ineligible for all services
Third-party recruiters* – Temporary administrative work	No fee to student	Posting on HuskyCareerLink and participation in appropriate fairs. No access to résumé books or online student search
Online job search sites	Organizations that have online web sites that either post positions on behalf of another organization or data mine employment listing sites	Postings on HuskyCareerLink restricted to jobs directly associated with their company only No access to résumé books or online student search
Third-party recruiters* – Recruiting on behalf of an employer	Go in as company and act on behalf of the company performing an HR function	All services except workshop presentations
Third-party recruiters* – Applicant-paid fee	Applicant pays a flat fee for third-party agency to represent them and secure them employment	Ineligible for all services
Professional recruitment firms (headhunters)	No fee and for fee	Ineligible for all services
Consulting firms	Provide specialized services to a third party	All services

TYPE OF ORGANIZATION	DESCRIPTION	ELIGIBILITY
Promotional representatives for companies	Representatives on behalf of the company to conduct promotion	Ineligible for all services
Nanny services	Hire students on behalf of families	Posting on HuskyCareerLink only
Daycares and preschools	Temporary teachers or teachers' aides	All services
Summer camps	Business, counseling, health care only	All services
Campus representatives for companies	Student promotes product or service to peers on campus	Ineligible for all services
Independent sales companies	Fee to student	Ineligible for all services
Organizations that only recruit a targeted population (access denied to all others)	Employment limited to a specific contingency only	Ineligible for all services
Organizations that fall under the pyramid scheme (a.k.a. multi-level marketing)		Ineligible for all services
Professional fundraising organizations	Fundraisers for commission	Ineligible for all services
Organizations that provide employment on commission base only	No base salary – only sales commission	Ineligible for all services
Financial organizations that provide employment on commission base only	No base salary – stipend with sales commission	Eligible for all services
Independent student-run employment organizations	Student may/may not have to purchase supplies and reconcile earnings with parent company	Ineligible for all services
Organizations seeking employees to work at home or via the Internet		Ineligible for all services
Employers based out of a home		Ineligible for all services

TYPE OF ORGANIZATION	DESCRIPTION	ELIGIBILITY
Telesales organizations		Ineligible for all services
Foreign firms operating overseas		Case-by-case basis
Organizations that require students to purchase sales kits		Ineligible for all services
Promotional organizations	Organizations that seek to hire individuals to promote products or services on a situational basis	Ineligible for all services
Organizations without a web site or in-depth information on their web site		Ineligible for all services
Organizations with generic contact information and no designated contact person		Ineligible for all services

*\* Third-party recruiters, as defined by the NACE Principles of Professional Conduct, are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit to profit or not-for-profit employers, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.*