



UNIVERSITY *of* WEST FLORIDA

Career Development and Community Engagement

EMPLOYER RESOURCE GUIDE



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MESSAGE FROM Your Recruiting Team



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As the Director of Career Development and Community Engagement at the University of West Florida, I'd like to take this opportunity to thank you for interest in hiring UWF students and alumni. Our students have worked hard both in and outside the classroom to prepare for their futures. We look forward to facilitating the connection between you and these talented students.

Career Development and Community Engagement provides comprehensive career planning services to students and alumni. We work with students at every stage of their career development process. Our staff is dedicated to assisting students in the discovery of their career interests and development of a career strategy. Through this process, students are encouraged to participate in experiential learning opportunities. Whether informal through volunteering, or, formal through internship or cooperative education, our students are graduating with the relevant experience and skills needed to hit the ground running in their career.

We also provide our employers with exceptional service in your pursuit to finding the "right fit" for your positions. Our staff regularly conduct consulting appointments with employers to assist in creating a brand on campus and attracting qualified candidates. The information and guidelines contained in this guide are designed to do just that. Please take a moment to read through them and, as always, let me or a member of the recruiting team listed below know if you have any questions.

We look forward to partnering with you!

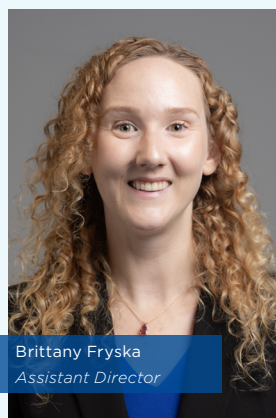
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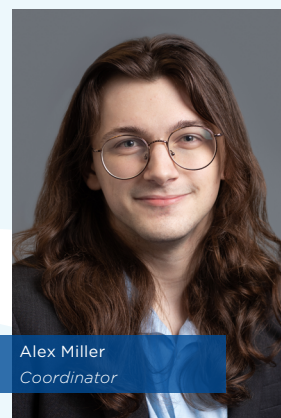
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**If you think
experienced
graduates don't
exist, think again.**

At the University of West Florida's Office of Career Development and Community Engagement, we work with employers both in and out of the area to match them with uniquely qualified graduates who are the perfect fit for the rigorous demands of today's dynamic workplace.

Tap into the distinctive and robust talent that exists at UWF. Whether it's cybersecurity pros who rival experts from around the world or nurses who wow with take-charge initiatives, our graduates are at the cutting edge in each of their respective fields.

Prepare to be impressed. Connect with us today to join thousands of employers who are proud to hire UWF.

ABOUT UWF

Facts & Figures

Based in Pensacola with additional locations in the region, UWF is home to five academic colleges, offering a variety of bachelor's and master's degree programs, as well as specialist degrees and a doctorate in education. A driver of economic impact in Northwest Florida and beyond, UWF generates more than \$1 billion in total annual sales across the Florida economy.

RANKINGS AND DESIGNATIONS

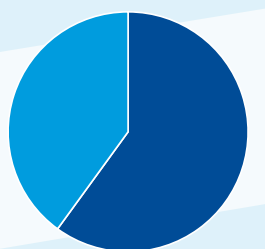
- Ranked No. 26 in the "Best Regional Universities South" by U.S. News & World Report (2023)
- Ranked No. 10 in the "Top Public Schools - Regional Universities South" by U.S. World News & Report (2023)
- Ranked No. 9 in the "Best Colleges for Veterans - Regional Universities South" by U.S. World News & Report (2023)
- Named a College of Distinction by Colleges of Distinction (2022-2023 Cohort)
- Ranked No. 16 in the "Top Public Schools - Regional Universities South" by U.S. News & Report (2022)
- Ranked No. 2 in the Best Online RN to BSN Programs in Florida by registerednursing.org (2022) *Usha Kundu, MD College of Health*
- Ranked No. 4 in "Best Online Nursing Program in Florida" by EduMed (2023) *Usha Kundu, MD College of Health*
- Ranked No. 5 in "Best Online Master's in Educational Leadership Programs" by TheBestSchools.org (2022) *College of Education and Professional Studies*
- Ranked No. 22 in Best Bachelor Degrees in Cyber Security by Best Accredited Colleges (2022) *Hal Marcus, College of Science and Engineering*
- Ranked No. 2 in Best Online IT Degree Programs by EDsmart (2022) *Hal Marcus, College of Science and Engineering*
- Ranked No. 7 in the "Best 14 Zero Residency Online Master's In Creative Writing in 2021" list by Best Value Schools (2021) *College of Arts, Social Sciences and Humanities*
- Ranked No. 4 in the "Top 25 MBA Programs in Florida" by TopManagementDegrees.com (2021)

STUDENT BODY PROFILE

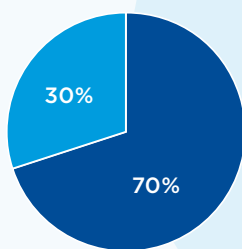
UWF General Population

FALL 2021 ENROLLMENT

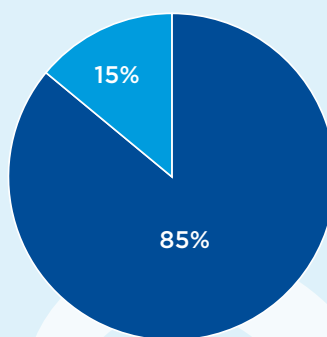
Total Enrollment 13,265



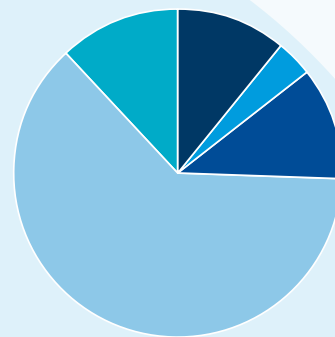
Males 39%
Females 61%



Undergraduate students
Graduate students



Students from Florida
Out-of-state students
Out-of-U.S. (2%)



African American 11%
Asian 3.62%
Hispanic 11.19%
White 62.35%
Other 11.84%



#iHIREUWF

Recruiting Opportunities at UWF

Employers from across Northwest Florida and the country recruit talent from UWF. We offer a variety of career recruiting events including signature events, on-campus interviews, employer information sessions and other networking opportunities. We are excited to consult with you to create a recruiting plan that fits your organization—no matter the size or need.

We are a comprehensive office serving all colleges and academic programs. Let us assist you with developing Cooperative Education (Co-op) or internship programs, promoting your non-profit organization's volunteer opportunities, or seeking the entry-level or developing professional.

POST OPPORTUNITIES ON HANDSHAKE

UWF uses Handshake, a career services platform, to connect employers with graduates looking for jobs, experiential learning programs, career events and more. Handshake accounts are free to create and include mobile-optimized capability so you can reach students and alumni on the go.

- Post your available full-time, part-time, internship, Co-op and volunteer opportunities
- Register for upcoming career events
- Manage your applications and filter applicants based on job preferences/requirements
- Search and view public student and alumni profiles and résumés

Visit uwf.edu/handshake to create your account and start connecting with UWF students and alumni!

ATTEND CAREER EVENTS

Career events increase your visibility and promote your brand with students and faculty. There are recruiting events to fit any organization's needs: large, small, and everything in between. Choose to participate in our signature events to connect with a variety of students in one day or a program that targets specific majors or industries.

PART-TIME JOB FAIR

Finding great part-time employees can be difficult. The annual Part-Time Job Fair will be a great resource for your organization to meet strong student candidates for all of your positions.

PROFESSIONAL & GRADUATE SCHOOL EXPO

The Professional & Graduate School Expo is a great recruitment tool for your institution. With more than 8,000 undergraduate students attending UWF, it's an event you don't want to miss!

ALL MAJORS CAREER AND INTERNSHIP FAIR

The All Majors Career and Internship Fair is a great opportunity to recruit candidates for all Co-op, internship and full-time opportunities. This event brings students from a variety of industries and backgrounds, allowing endless opportunities to meet our students at the graduate and undergraduate levels, as well as our UWF alumni.

CAREER WEEK

Career Week is dedicated to providing our employers the opportunity to maximize their recruitment efforts by narrowing the career event schedule at UWF. In one week, we'll target Healthcare, STEM, and Business/Communication on separate days allowing for concentrated, intentional marketing while creating a comprehensive "buzz" around campus of the opportunities available to our students/alumni. Each day is dedicated to focus on specific industries, serving as a great opportunity and resource for your organization to meet the students on campus and promote your full-time, internship, and co-op positions! It's the perfect opportunity to meet

face-to-face top-tier talent. Reserve your table soon - these events fill up quickly.

HEALTH & SOCIAL SERVICES CAREER EVENT

The Health and Social Services Career Event will showcase our Usha Kundu, MD College of Health programs including exercise science, community health, nursing, psychology, physician assistant, and more!

SCIENCE & ENGINEERING EMPLOYER SHOWCASE

The Science & Engineering Employer Showcase targets students from UWF's Hal Marcus College of Science and Engineering which houses 15 undergraduate degrees and six graduate degrees, producing high performing graduates every semester. Students in engineering, cybersecurity, information technology, mathematics, environmental sciences, and more are in attendance at this event.

BUSINESS & COMMUNICATION CAREER EXPO

The Business & Communication Career Expo specifically targets students AACSB Accredited College of Business, highlighting competitive candidates in accounting, finance, MIS, marketing, supply chain logistics, economics, and more.

ADDITIONAL

Recruiting Opportunities at UWF



There are many ways to engage students and share career opportunities with them, both face-to-face and virtually. The following are regular offerings, but we also can work with you to create a custom program to meet your needs.

ARGOS MEET THE PROS

Develop your own recruitment session! We assist you with strategically marketing your company on campus through table/room reservations, and determining the best location on campus to host your event.

*We recommend employers schedule an Argos Meet the Pros 3-4 weeks in advance, at minimum, to optimize marketing prior to campus visit.

ON CAMPUS INTERVIEWS

Maximize your position branding by hosting an on-campus interview. Let us help you with promoting your position, setting up on campus, and organizing with additional strategic marketing!

CAREER ROAD TRIPS

Recruit from your location! Allow us to bring students to tour your facility, meet your staff, and view a day in the life of your company while promoting your opportunities.

JOB SHADOWING

Partner with CDCE to host a student at your work site allowing them to gain a better understanding of “a day in the life” of a professional in their industry of interest.



Not sure where to start?

Request a consult and we can work with you to develop a recruitment strategy to meet your needs.

uwf.edu/ihire or 850.474.2254

UWF Recruitment Calendar

UWF Career Development and Community Engagement hosts a variety of recruiting events and career fairs throughout the academic year for our students. These events provide employers with the opportunity to meet and talk with students and alumni about various career opportunities. All of the events we host are open to all UWF students and alumni.

JUNE

Contact Career Development and Community Engagement to begin fall recruitment planning

JULY

Register for fall career events

AUGUST

Classes begin at UWF

SEPTEMBER

Part-Time Job Fair
Professional & Graduate School Expo;
consider scheduling an Argos Meet the Pros in advance of the fall signature events

OCTOBER

All Majors Career & Internship Fair

NOVEMBER

On-campus interviews and Argos Meet the Pros conclude for Fall

DECEMBER

Fall classes end; fall commencement; start Spring recruitment planning

JANUARY

Classes resume for Spring;
consider scheduling an Argos Meet the Pros in advance of the spring signature events; Law School Recruitment Forum

FEBRUARY

Career Week: Spring Business Career Expo and Health & Social Sciences Career Expo, Science & Engineering Employer Showcase

MARCH

All Majors Career & Internship Fair

APRIL

On-campus interviews and Argos Meet the Pros conclude for Spring

MAY

Spring classes end; Spring commencement

HIGH-IMPACT PRACTICES

Experiential Learning at UWF

Opportunities to learn outside the classroom are a critical component of a college education. Experiential learning programs provide a powerful mechanism for students to apply knowledge and information acquired from their academic program for employers to evaluate future talent. When done well, the opportunities are truly a win-win!

TYPES OF EXPERIENTIAL LEARNING AT UWF

Internships

An internship is most often a one semester experience that may or may not be for course credit. It may also be paid or non-paid. However, non-paid internships should comply with the Fair Labor and Standards Act (FLSA). Paid internships must comply with minimum wage and overtime pay requirements under the FLSA. Hours per week are determined by employer and intern for both types of internships positions, typically 15-25 hours per week.

Cooperative Education

Cooperative education programs (Co-ops) are multi-semester experiences that are always for course credit and always paid. Students may choose from two types of Co-ops: parallel or alternating. A parallel Co-op student works and attends school at least three semesters in a row, averaging 15-25 hours a week at work and 9-12 academic credits. An alternating Co-op student alternates between workplace and school semester by semester, working 40 hours a week during work terms and going to school full time during academic terms.

Service-based Learning

Non-profit organizations have the ability to seek students as volunteers in addition to seeking interns or Co-op candidates. Service learning is a program component of a course for an individual or group with the experience connected to the academic course.

Micro-Internships/Project-Based Experiences

Micro-Internships are short term, paid work experiences that provide your company with immediate support on professional projects. Students are able to demonstrate their skills, explore career paths, and develop their professional networks while gaining valuable work experience. To learn more about Micro-Internships and post a project for your company, please visit <http://info.parkerdewey.com/uwf>.

LAUNCHING YOUR PROGRAM

Consider the following if you are interested in creating an internship or cooperative education program at your organization.

- Overall goals for the program and how much support your program would receive from various levels within your organization
- Meaningful duties, important to your organization, that can reasonably be completed by a student
- A supervisor willing to devote time to support student learning
- Help with on-boarding, facilitating training, and meeting with student to establish learning goals
- Frequency of supervisor feedback with student
- Performance evaluation criteria
- Resources, equipment, and facilities for the student
- Position description with clearly defined learning objectives/goals related to the student's academic and/or professional goals and host organization's desired qualifications (see next page for example)

INTERNSHIPS & COOPERATIVE EDUCATION: WEIGHING THE BENEFITS

- Both Co-ops and internships are intended to be learning experiences for the student; the intent should be to help students grow and develop in their career field and to connect their work to what they are learning in the classroom.
- Internships work well for short-term projects, typically only four months to complete.
- The commitment for the student and the employer is shorter with internships.
- Co-ops work well for any organization looking to have an "intern" for longer than a semester.
- Both Co-ops and internships are great avenues for converting a student to full-time status without the need to spend added recruitment costs—you have already recruited and trained a potential full-time employee.

Organizations that invest in experiential learning receive many benefits. Experiential learning can be an effective talent pipeline tool and students often bring new knowledge and skills into the organization.

HIGH-IMPACT PRACTICES

Internship Posting Example

POSITION TITLE

Marketing and Communications Intern

POSITION DESCRIPTION

The Marketing and Communications Intern will gain experience in building internal/external relationships with community, agency and media partners. The intern will also gain experience in professional writing and graphic design/photography. This position reports directly to the Marketing Communications Manager. The primary responsibility of the Marketing and Communications Intern is to support the promotion of organizational events and ongoing communication with donors, media partners and staff. Other duties may also be assigned as needed.

DUTIES

- Uses client stories from funded programs to develop articles that will be used in stakeholder newsletter and organization's website.
- Write press releases for events and announcements.
- Conduct interviews to be used in marketing materials.
- Support the marketing and communications staff in creating collateral pieces.
- Assist with special events including planning and execution of the event.
- Assist with any photography needs.
- Update social media sites including Facebook, Twitter and Pinterest.
- Any other duties as assigned by Marketing Communication Manager.

LEARNING OBJECTIVES AND BENEFITS

- Apply the principles of public relations and communication in a non-profit organization.
- Gain experience in project management.
- Create materials that can be included in a professional portfolio, specifically focusing on press releases, PSAs, Constant Contact announcements and newsletters.
- Exposure to community leaders and businesses.
- Leadership training.
- Increased knowledge of the Escambia County non-profit sector.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be at least 18 years old, have a valid driver's license with a clean record and the ability to commit a minimum of 10 hours per week for at least a three-month period.
- Intern should have experience in public relations or related field with skills in graphic design, photography, written and oral communication.
- Capable of handling high stress while maintaining a positive attitude.
- Professional appearance, clear speaking voice and excellent interpersonal skills are required.
- Computer skills including Microsoft Office software. Familiarity with Adobe Photoshop and InDesign are desired.
- Willingness/ability to drive to various locations for events and interviews.

CAREER READINESS

NACE Career Competencies

The National Association of Colleges and Employers (NACE) highlights eight skills as essential to professional success, regardless of industry. At UWF, we want to ensure our students are both academically prepared and “career-ready” to contribute to the work of your organization. Career readiness is “a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.”*Argo2Pro is UWF’s individualized career plan allowing students to create a plan of action to develop these vital career readiness skills.

*For more information, please visit [the NACE website](#).

WAYS YOUR ORGANIZATION CAN BENEFIT FROM USE OF THESE CAREER COMPETENCIES:

- Highlight these skills in your job descriptions based on your priorities and need.
- Craft interview questions that will allow candidates to showcase their skills in the areas you find most important to your business.
- Integrate these skills into your internship or co-op programs for more meaningful experiences.

NACE CAREER COMPETENCIES

1. Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

2. Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to inclusively engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

3. Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

4. Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

5. Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

6. Career and Self-Development

Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.

7. Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

8. Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

INCLUSION AT UWF

Recruiting International Students and Students with Disabilities

INTERNATIONAL STUDENTS

Hiring one of our highly qualified international students need not be burdensome, as immigration laws relating to the most common immigration statuses of international students (F-1 and J-1) allow the University to authorize employment related to study. This employment may be comprised of one of the four forms below:

- Most international students may undertake internships during their studies by seeking approval with their academic advisor and applying with the UWF Office of International Programs and receiving the Curricular Practical Training (CPT) benefit.
- Graduating international students who are in F-1 status are typically eligible for 12 months of full-time employment directly related to the major area of study through the Optional Practical Training (OPT) benefit. The student applies for this permission from the UWF Office of International Programs and the United States Citizenship and Immigration Services (USCIS). Upon approval, the student is issued an Employment Authorization Document (EAD) which the employer can use to verify employment eligibility. Students do not need a job offer for OPT. Students who graduate in certain STEM fields may have the opportunity to extend their OPT for a 24-month STEM OPT extension.
- International exchange students who have J-1 visa status may receive up to 18 months of Academic Training; a specific job offer is required for this permission, which is approved by the UWF academic department, UWF International Programs, and the exchange student's home institution.
- Employers may temporarily employ foreign nationals by submitting an H-1B petition to USCIS. This visa is for foreign workers who possess a highly specialized knowledge and possess a bachelor's degree or higher.

BENEFITS TO EMPLOYERS

- Minimal time and paperwork for the employer: All paperwork for F-1 and J-1 students is handled by the students and the school aside from I-9 completion. A company may, in fact, save more time by hiring international students because the majority of them are exempt from Social Security (FICA) and Medicare tax requirements.
- No cost: The only cost to the employer hiring international students is the time and effort to interview and select the best candidate for the job.
- Fresh perspectives and unique skills: International students can offer employers a wide range of skills and abilities, including valuable foreign language skills, which can make international employees

special assets to U.S. employers.

U.S. Citizenship and Immigration Services provides guidance on hiring non-U.S. citizens. For more information, please contact USCIS at 800.357.2099 or visit www.uscis.gov.

INDIVIDUALS WITH DISABILITIES

CDCE recognizes that job seekers with disabilities comprise a key focus area for our employers' inclusive recruitment strategies. As a result, we are dedicated to working closely with you to effectively connect with this population and meet your inclusive recruiting objectives.

JOB POSTINGS AND ACCOMMODATIONS

- To save time in recruitment and to ensure that students with disabilities can perform job duties before they go through the application process, please provide clarity regarding essential functions of positions in job announcements.
- In a world where technology is a necessary aspect of almost every business, physical ability is seldom a limitation. Assistive technology and other accommodations make it possible for people with a wide range of disabilities to be competitive in today's labor market. The Americans with Disabilities Act of 1990 (ADA) requires that employers with 15 or more employees make reasonable accommodations in the workplace for employees with disabilities. Accommodations are to be made on a case-by-case basis and may not be required when costs create an undue hardship.

BENEFITS TO EMPLOYERS

- Increased retention: Employees with disabilities have a lower turn-over rate than non-disabled employees. In fact, employees with disabilities have a job-retention rate of 85% after one year of employment.
- Qualified employees: Employees with disabilities perform equally to employees without disabilities. A study of 250 supervisors indicates satisfaction with their employees with disabilities' attendance and performance.
- Economic advantage: Multiple tax credits are available including the Workforce Opportunity Tax Credits; Tax Deduction to Remove Architectural and Transportation Barriers to People With Disabilities and Elderly Individuals; and small businesses can take an annual tax credit of up to \$5,000 to help make their products and services accessible to people with disabilities.

For more information on hiring students with disabilities and graduates, please contact the Student Accessibility Resources at 850.474.2387.

LEGAL ISSUES

Fair Labor Standards Act (FLSA)

FACT SHEET #71:

INTERNSHIP PROGRAMS UNDER THE FAIR LABOR STANDARDS ACT

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).

BACKGROUND

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA. In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Guidelines and information taken from
the US Department of Labor Wage and
Hour Division (www.wagehour.dol.gov)

GUIDELINES AND POLICIES

UWF Recruiting Standards

UTILIZING HANDSHAKE

The University of West Florida (University) and the Office of Career Development and Community Engagement (CDCE) work with corporate, non-profit, and government employers to post internships, cooperative education opportunities, volunteer and service experiences, as well as full-time and part-time jobs for UWF students and alumni. These opportunities, which shall be referred to as “employment” for the purposes of this agreement, are listed through Handshake.

- CDCE makes no particular recommendation regarding off-campus employers or agencies.
- Handshake is to be utilized to post employment opportunities only. Postings that incorporate advertisements of an organization’s goods or services will not be posted.
- The University is not responsible for the relationship between the student/alumni and the employer/agency.
- Some Handshake student profile information is self-reported. UWF students and alumni are expected to represent themselves accurately.
- The University is not responsible for the safety, wages, or working conditions, or other aspects of off-campus employment or work-based or service experiences of the student/alumni.
- CDCE reserves the right to refuse to post jobs or provide services for employers that do not support the educational mission of the University.
- All job listings and volunteer opportunities are posted at the discretion of the CDCE staff. We will not post jobs that appear to discriminate against applicants on the basis of age, color, disability, gender (including gender identity and sex), marital status, national origin, race, religion, sexual orientation, and veteran status.

GENERAL USAGE AND RECRUITMENT

CDCE asks that employment professionals abide by the following guidelines. Employer representatives who do not act in accord to these guidelines could risk termination of access from recruitment and usage of services. CDCE follows the National Association of Colleges and Employers (NACE) Principles for Professional Conduct. (www.nacweb.org/principles)

Provide accurate information. Employment professionals will supply accurate information on their organization and employment opportunities.

Maintain fair recruitment. Neither employment professionals nor their organizations will seek special favors or treatment which would influence their

recruitment process as a result of support to the educational institution or CDCE office in the form of contributed services, gifts, or other financial support.

Maintain nondiscrimination policy. Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities.

Maintain confidentiality. Employment professionals will maintain the confidentiality of student information.

Use assessment tools and tests appropriately.

Employment professionals engaged in administering, evaluating, and interpreting assessment tools, tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise students/alumni in a timely manner of the type and purpose of any test that students/alumni will be required to take as part of the recruitment process.

Third-party recruiting agency policy. If you are a third-party recruiter posting a job for a client, it is necessary to disclose the client name for which you are recruiting in the Job Description Box. Third-party recruiters are eligible to participate in career events if they are recruiting for their own organization or if they state the organizations they are representing at the time of the fair.

Non-Profit/Service Agency. Non-profit service agencies have access to Handshake to market full-time, internship, part-time, Co-op, and volunteer opportunities.

Temporary agencies or staffing services. Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.

Follow CDCE policy when working with external UWF departments. When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the CDCE policies.

Follow CDCE event registration policy. Registration fees will be refunded if cancellation request is received two (2) weeks or more prior to the event. If registration is canceled less than two (2) weeks prior to the event and payment has not been made, the registered organization will be held responsible for payment.

GUIDELINES AND POLICIES

UWF Recruiting Standards



AVOIDING UNETHICAL INTERVIEW QUESTIONS

Interviews are designed to allow employers to gauge how well a candidate's skills and abilities align with the essential functions of the position. They can also be used to determine how well a candidate would "fit" within the organization. However, there are guidelines that should be followed by employers when conducting interviews.

Interview questions should be related only to facts that are relevant to whether a candidate can perform the functions of the job. Some types of questions are protected from being asked by law, such as those that are based on race, color, sex, marital status, number and/or ages of children or dependents, religion, and national origin (unless disclosure of this information is required to meet the job description). Other questions regarding age, sexual orientation, and disability are also prohibited if they are solely used to discriminate against a prospective candidate.

COMMISSION, SALES AND FINANCIAL INDUSTRY POSITIONS

CDCE strives to provide information that will connect students to the best possible job opportunities. Due to varying employment, business and compensation models used by employers, Career Development and Community Engagement will exercise discretion in working with those employers that comply with our established policies and practices including policies with regard to commission positions as applicable. Commission based sales, full-time opportunities must comply with the following criteria:

- Direct Hire (W-2) positions only.
- 1099 positions are eligible for posting on Handshake, but must include the following disclaimer in the posting:

"This position is not a direct hire (W-2) position and will result in the receipt of a 1099 tax form. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the client. For more information please refer to www.irs.gov or talk with a tax professional."
- With the exception of the Part-time Job Fair, 1099 independent contractor recruiting is not permitted at career fairs/events nor eligible for on-campus interviews.
- With the possible exception of obtaining industry licenses, no up-front investment, out-of-pocket, non-refundable fees, purchase of goods, inventories, sales leads required.
- No part of compensation may be dependent on recruiting others.
- No repayment/reimbursement for training costs, draws-on-commission/cash advances on salary should the UWF student or alumni decide to leave the position for any reason.

If you have questions regarding this policy, please contact the Office of Career Development and Community Engagement at **850.474.2254**.



Career Development and
Community Engagement
UNIVERSITY *of* WEST FLORIDA