



Employer Recruiting Guidelines

Acknowledgement to the CNS Career Services Recruiter Policies and [The University of Texas at Austin's Equal Employment Opportunity Policy](#) is required in order to participate in on-campus recruiting (including posting positions in [Handshake](#)). As part of the University's commitment to leadership in the area of ethics and professional conduct, we require employers utilizing UT Career Services to adhere to employment laws and principles of professional practice, as outlined by the federal government and [The National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#), respectively.

POSTING STANDARDS FOR HANDSHAKE

Compensation: Full-time, internships, or part-time positions for Natural Sciences current students and recent grads (within the last semester of graduation) must be **paid**. Roles that have a base salary in addition to some form of commission structure are appropriate as long as the positions offer the salary component for at least one year of employment.

Position Type: All jobs and internships posted must be career-related/professionally oriented and require candidates pursuing or already possessing a university degree.

Internships: Must meet the definition and criteria established for internships by [NACE](#).

Third Party Recruiters: Third party recruiters are denied access to Handshake. [HireUTexas](#) may be utilized as an alternative for third party postings provided that the recruiter supplies the name and contact of the hiring company.

Communicating Outcomes: Students are eager to learn about recruiting outcomes, whether positive or negative. Please keep him/her advised of the interview outcome as soon as possible. If you are conducting interviews using a "pre-select" process, please be sure to convert all students from "requested" to the appropriate status in in Handshake: "accepted", "not accepted", or "alternate".

Work Authorization Policy: Due to guidelines issued by the [Department of Justice](#), the default for all job postings will allow all applicants to apply, regardless of work authorization status. The only way we will restrict your posting is if you as the employer clearly states that citizenship is required by law, government contract, or executive order from the government. The Department of Justice "prohibits any posting that requires U.S. Citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract." We encourage you to read more about this regulation at The Department of Justice's website: http://www.justice.gov/crt/about/osc/html/best_practices.php.

ON CAMPUS INTERVIEWS

Offer Period Duration: To afford our students the maximum reasonable opportunity to evaluate and consider internship and job offers and to maximize fairness among employers, we ask that employers follow these guidelines along with the [NACE guidelines](#), as doing so will give students a reasonable period of time to consider their career options, and should help minimize renege job/internship offer acceptances.

Full-time Job, Internship, and Internship to Full-time Offers

- **Prior to Graduation:** Please allow students **at least three weeks** to consider and respond to your offer.
- **After Graduation:** Please allow new alumni **at least two weeks** to consider and respond to your offer.

Interview Timeframes: Interviews are a minimum of 30 minutes in length and begin no earlier than 9:00 am and must be completed by 5:00 pm. The Career Services Office and TRIS Center close promptly at 5:00 pm.

75 Percent Rule: The career services offices at the University of Texas at Austin have a policy that will not allow more than 25 percent of an interview schedule to be filled by students outside of that school. If you wish to recruit students in multiple colleges at the university, we encourage you to connect with each career service office. Information on each of the university's career services offices can be found at [HireUTexas](#)

Withdrawing an Offer: We strongly discourage any employer from withdrawing offers of internships or full-time employment. This action could seriously damage an employer's reputation. If you must withdraw an offer, please contact Ruth Franks, Director of Career Services, immediately so that we can assist you in this difficult situation.

No Alcohol during Recruiting: [NACE's Principles for Professional Conduct](#) says that serving alcohol to job candidates is inappropriate and inadvisable. This memo is intended to demonstrate the Career Services' support of the "No Alcohol in Campus Recruiting" policy. The principle states, "Serving alcohol should not be part of the recruitment process on or off campus including receptions, dinners, company tours, etc." Having an open bar, a paid bar, or holding a recruiting event in a bar is inappropriate. Given the problem of alcohol abuse on college campuses, serving alcohol at a reception or dinner sends the wrong message. Further, many college students are younger than the state's drinking age (21), and many college campuses now have a zero-alcohol-tolerance policy in effect. Therefore, serving alcohol could be in violation of a state's law and a school's policy.

CONTACT INFORMATION

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