



# University of Pittsburgh

*Division of Student Affairs  
Career Center*

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## **Career Center Employer Policies**

In order to make the hiring process as simple and as efficient as possible, as well as protect the privacy of University of Pittsburgh students, alumni, and other users of our services, the University of Pittsburgh's Career Center established these policies and guidelines for all employer services provided through our office.

Employer services include, but are not limited to on-campus interviews, career fairs, networking events, information sessions, campus tabling, job postings through Handshake, and access to resume books.

### **Privacy/Security**

The Career Center utilizes a third party vendor, Handshake, to manage their CSM (Career Services Manager). [Data](#) contained in Handshake is username and password protected. Handshake's privacy policy can be found [here](#). All personally identifiable information collected by the Career Center is stored in limited-access servers. The Career Center has safeguards in place to protect against loss, misuse and alteration of the information under the Career Center's control.

While using Handshake and [www.hire.pitt.edu](http://www.hire.pitt.edu) users may encounter hypertext links to other web pages not directly affiliated with the Career Center or the University of Pittsburgh. The Career Center does not control the content or information provided. We recommend that users review the privacy statements of these sites.

### **Offer Guidelines**

The following are guidelines employers should follow when extending offers to students. We encourage employers to check with the respective school or program from which you are hiring a student to determine if there are different policies in place.

We ask that employers not put undue pressure onto students when making employment decisions regarding full-time and internship offers. Allowing students to consider all options available to them and giving them proper time to think through their decisions are beneficial for both students and employers. We have a renege policy for students and believe that allowing students ample time to make employment decisions will eliminate many instances of renegeing. With this in mind, we recommend employers who recruit our students adhere to the following:

- 1.0** Allow students returning for their senior year after a summer internship to go through the fall recruiting season before deciding on a full-time offer that was extended at the end of the summer, which typically ends by November 15. We ask this so that students are able to fully participate in on-campus interviewing and the Fall Career Fair.
- 2.0** Allow any student a minimum of 2 weeks to decide on full-time employment and internship offers extended at any other time in the academic year.

**3.0** Any signing bonus that is offered should be honored in full, and should not be dependent on the student making a decision by a certain date.

### **General Policies**

The University of Pittsburgh's Career Center follows the Principles for Professional Practice (<http://www.naceweb.org/knowledge/principles-for-professional-practice.aspx>) established by The National Association of Colleges and Employers (NACE) and requires employers to follow the same principles and guidelines provided by NACE and our office. The Career Center reserves the right to decline use of our services and deny recruiting activities if any component of an employer's account request including job postings is questionable.

**1.0** Employers must comply with government, professional and university guidelines

**1.01** Employers that post positions and recruit on campus must comply with employment guidelines provided by the US Department of Labor; Americans with Disabilities Act; EEOC guidelines; University of Pittsburgh, local, state, and federal laws.

**1.02** Employers may not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran.

**1.03** Employers will comply with all applicable University policies including the University's prohibition of sexual misconduct and discrimination.

**1.04** Employers are to avoid offering or serving a student alcohol at recruiting events. This includes dinners and events that would have an open bar or paid bar.

**2.0** The Career Center will provide services for employers and promote opportunities that meet the following criteria:

**2.01** The employer accurately describes the position's requirements in appropriate detail.

**2.02** The employer outlines a well-defined application process for students.

**2.03** For positions that pay only commission, the employer must include the condition of pay and it must be clearly stated in the job description.

**2.04** Paid positions must pay at least minimum wage (in accordance to the position's governing state).

**2.05** Positions teaching English abroad must comply with the following guidelines:

**2.05.1** Details of the program, including specific responsibilities of the applicant, how the organization works with applicants to secure teaching opportunities, arrange travel and housing, and support provided by the organization while the individual is abroad teaching must be stated.

**2.05.2** Application timeline and process

**2.05.3** Provide a minimum of three (3) U.S. based college or university references with whom you have worked. Contact information must be included.

**2.05.4** Fees, if any involved

**2.05.5** Certification requirements (if any)

**2.05.6** Pay structure

**2.05.7** Health coverage (if any)

**2.05.8** Safety and housing information

**2.05.9** Clear description of working and living conditions

**2.05.10** Support which the organization provides to teachers while they are abroad.

**3.0** The Career Center does **not** provide services for organizations if:

**3.01** The opportunity involves unauthorized solicitation, posting of materials, or sale of products and services

**3.02** The organization is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own business.

**3.03** The organization requires payment or an investment fee. This includes fees or investments for orientation, training sessions, starter kits, sales kits, samples, or presentation supplies.

**3.04** The organization fails to provide essential information concerning the nature of the position or compensation. This includes, but is not limited to commission only, job responsibilities, salary, and interview requirements.

**3.05** The employer is unable or unwilling to provide written documentation of registration with a Better Business Bureau, if so requested.

**3.06** The employer's email address is a public domain such as @gmail, @yahoo, @hotmail, etc.

**3.07** The website provided is inactive or does not have fully functioning links.

**3.08** The primary location of employer is a residence or P.O. Box.

**4.0** Third party/contract/staffing recruiters. Third party (employment agency and search firms) may post jobs, attend career fairs, and participate in the Career Center services provided that they:

**4.01** Identify themselves as a third party and state it at the top of all postings.

**4.02** Disclose the name of the client/employer they are representing in the job description posted on the University of Pittsburgh's Career Center job board and permit the Career Center to verify this information by contacting the named client if desired.

**4.03** Shall be responsible for any fees associated with posting the position through the Career Center's Job board. University of Pittsburgh students will **NOT** be charged a fee for the third party/contract/staffing recruiter's services at any time throughout the employment process for this or any other position for which the candidate uses your services.

**4.04** Do not download or use resumes to populate their own organization's database of job openings and candidates.

**4.05** Do not submit a University of Pittsburgh student's resume to a company without the student's knowledge and approval.

**4.06** When attending a Career Center sponsored event representing a position(s) within their own organization will agree not to use resumes collected at various campus events to source talent for a contracted employer or client.

**4.07** Do not use URL's or links in a job posting that would direct candidates to the agency's job posting site.

**4.08** Provide the Career Center with employment information of a University of Pittsburgh student if he/she becomes employed through their agency.

**4.09** Third party/contract/staffing recruiters and the client organization they represent will follow all federal and state employment laws.

**4.10** The Career Center reserves the right to request third party/contract/staffing recruiters sign a statement committing to the aforementioned prior to approval of an employer account request with the Career Center, posting jobs or attending a Career Center hosted career fair or event.

## **5.0 Grievances**

The Career Center has the right to investigate all complaints by users of our services. The Career Center reserves the right to stop sponsoring all recruiting activities through the Career Center and the Division of Student Affairs due to violation of the Career Center's Employer Policies. The Career Center will notify the employer of the decision. Such grievances may be grounds to report to NACE/Handshake and subsequent removal from the system.

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**We greatly value our relationship with your organization. Please note that any engagement in services offered by or in affiliation with the University of Pittsburgh's Career Center, including but not limited**

**to the use of Handshake, participation in events, programs or workshops on or off campus, constitutes acceptance of and agreement to comply with the terms outlined in the Career Center Employer Policies and compliance with policies outlined in the Principles for Professional Practice; US Department of Labor; Americans with Disabilities Act; EEOC guidelines; University of Pittsburgh, local, state, and federal laws.**