Career Development and Placement Assistance Policies

In order to make the hiring process as simple and as efficient as possible, as well as protect student privacy and limit the risk to the University of Pittsburgh students, alumni, and other users of our services, University of Pittsburgh’s Office of Career Development and Placement Assistance (CDPA) establishes 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 resume books.

Privacy/Security

CDPA utilizes a third party vendor, Handshake, to manage their CSM (Career Services Manager). All data contained in Handshake is username and password protected. All personally identifiable information collected by Career Development and Placement Assistance is stored in limited-access servers. CDPA has safeguards in place to protect against loss, misuse and alteration of the information under CDPA’s control.

While using Handshake and www.hire.pitt.edu, users may encounter hypertext links to other web pages which are not directly affiliated with CDPA or the University of Pittsburgh. CDPA does not control the content or information provided. We recommend that users review the privacy statements of these sites.

Offer Policies

We ask that our 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 reneging. With this in mind, we ask those employers who recruit our students abide by the following offer policies:

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 15th. 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 Office of Career Development and Placement Assistance 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. CDPA 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 discriminate based on race, color, religion, sex, age, disability, and national origin.

   1.03 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 CDPA 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 CDPA 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.

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

4.01 Charge no fees to the candidate

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

Revised March 27, 2017
4.03 If requested, allow CDPA to verify the information by contacting the employer being represented.

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

4.07 Provide CDPA with employment information of a University of Pittsburgh student if he/she becomes employed through their agency.

5.0 Grievances
CDPA has the right to investigate all complaints by users of our services. If CDPA determines the complaint is justified, then CDPA has the right to stop sponsoring all recruiting activities through the Office of Career Development and Placement Assistance and the Division of Student Affairs. CDPA will notify the employer of the decision. Such grievances may be grounds to report to NACE/Handshake and subsequently be removed from the system.

-----------------------------------------------------------------------------------

We greatly value our relationship with your organization. Please fill out and sign below as acknowledgment to our policies.

Full Name of Organization: _______________________________________________________________

Signature: _____________________________________________________________

Title: _________________________________________________ Date ___________________________

____ I have read all of the above and agree to comply with the Office of Career Development and Placement Assistance’s policies towards use of their services

____ I choose to comply with the Principles for Professional Practice; US Department of Labor; Americans with Disabilities Act; EEOC guidelines; University of Pittsburgh, local, state, and federal laws.

Revised March 27, 2017