



### **UNO CBA Career Center Employer Recruiting Policies**

In order to provide fair and equitable services to students, alumni, and employers, the CBA Career Center adheres to the Principles of Professional Practice outlined by the National Association of Colleges and Employers (NACE), last revised October 2019 (<http://www.naceweb.org/principles/>); the laws and regulations established by the Department of Labor; guidelines provided by the Equal Employment Opportunity Commission (EEOC); and the laws established by the Federal and Nebraska governments. We ask all employers who use our office to do the same.

CBA Career Center does not knowingly furnish assistance, facilities for interviewing or other career services functions to employers who discriminate in their selection of employees on the basis of race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation.

### **Right to Refuse Service**

We reserve the right to refuse service to employers for factors such as the following:

- An incomplete position description. A specific position description about the duties and responsibility is required. These should be reasonable expectations to the type of position, industry, years of experience, and education required.
- Unable to verify information
- Misrepresentation by dishonesty or lack of information
- Fraud
- Complaints by students
- Harassment of UNO students, alumni, or staff
- Breach of confidentiality
- Requiring, at the time of application, personal information such as bank and social security numbers
- Excessive outlay of personal funding required to obtain the position
- Positions and organizations that are not mission aligned to university student code of conduct
- Positions that require applicants to work in personal residence
- Positions not likely of interest to college students or alumni
- Positions must meet state's [minimum wage laws](#)
- Employers and/or positions located outside the U.S.
- Multi-level marketing postings are not allowed on Handshake, including mystery shoppers, make up consultants, etc.
- The expiration date may not be listed more than 365 days from the posting date.
- Contact information containing personal sounding email addresses (gmail, yahoo, aol, etc.)
- Failure to adhere to CBA Career Center policies and/or any violation of UNO rules and regulations, and local, state, or federal laws.

### **Third Party Recruiters**

Third party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs. Third party recruiters using UNO CBA Career Center are expected to follow the same policies and procedures established for recruiters representing their own



organization. In addition, third party recruiters are expected to adhere to several specific practices to ensure open and accurate communication with UNO students. CBA Career Center will provide assistance to third party agencies only when a third party recruiter meets the following conditions:

- Third party recruiter resides in the state of Nebraska or Council Bluffs, Iowa.
- Meets the NACE and EEOC policies and laws
- Charges no fees to the candidate
- Reveals the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permits CBA Career Center to verify this information by contacting the named client
- Provides a position description for valid openings

*Job Postings: Job postings in the Handshake are not to be construed as sanction, approval or recommendation of organizations.*