EMPLOYER RECRUITING GUIDELINES

The University Career Center & The President’s Promise (here on out referred to as the Center) policies below describe the nature of the positions and organizations we allow to recruit at the University of Maryland.

The Center reserves the right to reject any position posting, company, organization, or individual that violates the following policies intentionally or unintentionally.

The Center’s services are made available with the following conditions and understandings:
- Nondiscrimination Policies
- Work Authorization
- Careers4Terps: Employer Registration and Job Posting Policies
- Job Offer Deadline Policies
- Third Party Recruiting Organization Policies
- On-Campus Interviewing Program Policies

Nondiscrimination Policies

- Employers must abide by the University of Maryland’s Non Discrimination Policy Statement at time of application:
  
  The University of Maryland is committed to creating and maintaining an educational, working and living environment that is free from discrimination and harassment. This Policy prohibits discrimination on the grounds protected under Federal and Maryland law and Board of Regents policies. University programs, activities and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance or any other legally protected class. Retaliation against any individual who files a complaint or participates in an investigation under this Policy is strictly prohibited. In furtherance of the University’s commitment to equal opportunity, this Policy and associated procedures are established to address and remedy complaints of discrimination, harassment, and retaliate on based on a protected class.

- The Immigration and Nationality Act prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee.8 U.S.C. § 1324b(a)(1)(B). Employers may not treat individuals differently because they are, or are not, U.S. citizens or work authorized individuals. U.S. citizens, asylees, refugees, recent permanent residents and temporary residents are protected from citizenship status discrimination. Employers may not reject valid employment eligibility documents or
require more or different documents on the basis of a person’s national origin or citizenship status. Employers may only legally limit applications to U.S. citizens on the basis of law, regulation, executive order, or government contract.

**Work Authorization: DOs for Employers and Recruiters**

Do treat equally U.S. citizens, lawful permanent residents, temporary residents, asylees, and refugees in recruitment or hiring.

Do embrace equal employment practices, including: refraining from discriminating on the basis of national origin; and/or immigration and citizenship status.

Do avoid making the assumption that only U.S. citizens are authorized to work in the United States.

Do avoid the following language in job postings:
- "Only U.S. Citizens"
- "Citizenship requirement"*
- "Only U.S. Citizens or Green Card Holders"
- "H-1Bs Only"
- "Must have a U.S. Passport"
- "Must have a green card"
  *UNLESS U.S. citizenship is required by law, regulation, executive order, or government contract.

Do allow all employees (including non-U.S. citizens) to provide any permissible documents to establish their identity or work authorization during the employment verification process.

Do recognize that refugees and those newly granted asylum who have not yet received a Social Security number may not be fully able to complete on-line applications, even though they are authorized to work in the U.S. indefinitely, and avoid creating unnecessary hurdles for them.

**Careers4Terps: Employer Registration and Job Posting Policies**

The following guidelines apply specifically to employer accounts and position postings within the Careers4Terps/Careers4Engineers database:

Organizations recruiting employees are required to abide by the National Association of Colleges and Employers (NACE) Principles for Professional Practice.

**Employer registration accounts** should include the following:

- Organization name.
- Full name of organizational contact.
- Corporate email address clearly associated with the organization website domain (e.g. jsmith@company.com, not Gmail, Yahoo, Hotmail, etc.) Individual contact names and email addresses should match whenever possible.
• Corporate website address that clearly relates to your organization and contains helpful information about your organization for the potential candidate; website should not be in pre-launch/beta phase no contain “coming soon” language. Social media sites should not take the place of an organization's website.
• Corporate address (no personal residences or P.O. Box).

**Positions** posted should provide the following:

- Detailed position description with a thorough overview of candidate responsibilities and necessary qualifications.
- Compensation information.
- Startups: The University Career Center & The President's Promise has established the below parameters for posting opportunities in our database. The startup organization must be sufficiently established to the point where it can:
  - Provide a company name, business address, website and email address, and identify a point of contact.
  - Verify that they are seeking employees and not investors/company stakeholders.

**Prohibited Postings include:**

- Positions that do not meet the policies mentioned in this agreement;
- Positions whose application processes ask students to use their social media profiles or release information related to such profiles;
- Positions or programs requiring a fee, program payment, upfront product or service purchase;
- Support pyramid or networking structure requiring recruitment of others
- Positions whose payment structure is commission-only for undergraduate students. Such opportunities will be allowed for alumni only.

**The Career Center reserves the right to deny or revoke services to any organization at any time. Common reasons for denying or revoking services include, but are not limited to:**

- Misrepresentation or absence of information related to employment or internship positions, services or products offered, etc.
- Complaints by students, alumni, faculty, or staff.

**Job Offer Deadline Policies**

Employers are asked to provide candidates with a reasonable amount of time to make employment-related decisions—generally equating to at least three weeks. Employers are reminded that campus recruiting is as much about building a trusted brand identity as it is about recruiting new talent.

Placing undue pressure on students to make decisions or engaging in questionable recruiting practices not only jeopardizes an employer’s ability to recruit our students, but may adversely affect an organization's corporate image for an extended period of time.
The School of Engineering and the Department of Computer Science each have their own offer deadline policies. Please click here to view the School of Engineering's policy, and click here to view the Department of Computer Science's policy.

**Third Party Recruiting Organization Policies**

Third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. The Center is interested in providing all possible employment opportunities to our students. We will work and provide services to selected employment agencies, who meet University of Maryland approval and agree to comply with the following policies and procedures established by the Career Center.

All Third Party agency contact seeking to register and post positions within the Careers4Terps system must complete and return a signed copy of our *Third Party Statement of Understanding* (available via the Center’s Recruitment Policies & Procedures Page).

Agencies utilizing our Careers4Terps job/internship database, attending a career fair or participating in the OCI program must provide:

- The name of the firm for whom you are recruiting for. Names will be held in confidence within the Career Center and will not be released to candidates.
- Complete job descriptions that acknowledge third party employment firm status and that any fees assessed by the agency will be paid by the employer you represent and not the UMD candidate. Positions will be posted for 90 days.
- Agreement that neither your organization, nor your client may provide UMD students’ resumes to any other party without the candidate’s written consent. Failure to comply with this is a violation of The Family Education Rights & Privacy Act of 1974.

Third Party organizations **will not have access** to search resume books.

**On-Campus Interviewing Program Policies**

Given the specific nature of our On-Campus Interview (OCI) program, all employers who participate are expected to adhere to the outlined policies (available via the Center’s Recruitment Policies & Procedures Page).

By completing your employer profile and/or participating in recruitment events/services with the Center, you agree to the aforementioned terms.