

Recruitment Tools for Faculty

As a faculty member, we know you support the career aspirations of your students and graduates and are often contacted by employers looking to recruit UCO students. Your efforts contribute significantly to our success, especially as it relates to sharing important career information with our students.

We ask that you continue to be mindful of the principles and practices of the career services profession with respect to the referral of students to internship and employment opportunities. Adherence to the following protocol will ensure that UCO remains compliant with the guidelines set forth for sharing these opportunities with students.

1. When you receive announcements about internship and employment opportunities, please be sure to share the information with the Career Development Center, as we can **post the positions and advertise them to all students** via our career management system, [Handshake](#).
2. When sharing announcements with your students about internship and employment opportunities, please be sure to share the information with **all of your students**, as handpicking students is illegal.

For more information about the issues associated with referring students to internship and employment opportunities, please take some time to review [“A Faculty Guide to Ethical and Legal Standards in Student Hiring.”](#)

Example Email Template to Employers

To help in this process, below is an email template you can use to communicate with employers who have contacted you:

Thank you for your email and interest in recruiting UCO [insert college name] students.

The [insert college name] works closely with the UCO Career Development Center to connect students with jobs and internship opportunities. We encourage you to create an employer profile on the University-wide job and internship database "Handshake" at uco.joinhandshake.com. All current students and alumni have access to view and apply for jobs. Creating an account gives you long-term recruitment opportunities and access to applicants.

If you have any questions or need assistance throughout the process, please feel free to contact, the Career Development Center, via email careers@uco.edu or (405) 974-3346.