



**Career Development
Center**

EMPLOYER HANDBOOK

2017-2018



Career Development Center

100 N. University Dr, NUC Room 338
careers.uco.edu
careers@uco.edu | 405.974.3346
Hours: M-F 8AM - 5 PM

OUR MISSION

We educate & empower students & alumni to engage in
MEANINGFUL LIFELONG CAREER DEVELOPMENT

OUR VISION

It is our vision to:

- Cultivate a campus culture at UCO where career development is embraced and prioritized
- Be recognized for our innovative and creativity
- Positively impact the community
- Create relationships through collaboration with stakeholders
- Provide a professional and welcoming and inclusive environment
- Encourage students to use STLR and teach them how to showcase their transformative learning experiences to future employers and graduate schools

ON CAMPUS RECRUITING SCHEDULE

Health Professions Fair - January 31, 2018
Employer Resume Critiques- February 5, 2018
Spring Career and Internship Fair- February 7, 2018
Education Roundtable- March 27, 2018

ON CAMPUS RECRUITING METHODS

HireBronchos.com
Career Fairs
On Campus Interviews
Consultation Visits
Corporate Partner

Types of Interviews
System Managed
Employer Relations Managed
General

DON'T SEE THE RECRUITING METHOD THAT FITS YOU? CONTACT EMPLOYER RELATIONS

EMPLOYER HANDBOOK

CAREERS.UCO.EDU/EMPLOYER



RESOURCES FOR STUDENTS AND ALUMNI

HIREBronchos

UNIVERSITY OF CENTRAL OKLAHOMA

A database showcasing part-time, full-time and internships from metro and nation-wide employers. Visit hirebronchos.com

A resource demonstrating common career areas, typical employers, and strategies designed to maximize career opportunities in any major



biginterview

Software designed so students can practice their interview skills wherever they are. Great for assignments!

A resource created to encourage exploration in careers aligned with social, environmental, and economic values.



CENTER FOR
Impact Careers
UNIVERSITY OF CENTRAL OKLAHOMA



OPTIMAL RESUME

Software created to facilitate the creation of a resume. Students and alumni may also submit their completed resumes for a professional review.

RESOURCES FOR STUDENTS AT THE CAREER DEVELOPMENT CENTER

RESUME WALK-IN HOURS: students who have completed resumes may come into the Career Development Center to receive a 15-minute review.

INTERVIEW SKILLS: each semester, employers from various industries may conduct mock-interviews for your students. Students can visit a career development specialist to practice their interview skills all year.

INDIVIDUAL CAREER DEVELOPMENT APPOINTMENTS: no matter where a student is in the career development process, we can encourage and help them develop the skills needed to find success in their desired industry.

ON-CAMPUS RECRUITING: Our employer relations team works with metro-area employers to reach students. Employers host information tables in the NUC, sponsor events and projects, and participate in resume critiques mock interviews, and on-campus interviews for real positions.

EMPLOYER RELATIONS



Julie Smith



Amanda Davis

CAREER DEVELOPMENT SPECIALISTS



Crystal Davis-Cook
Education, Public & Human Services, Industrial Safety



Kenedie McAdams
STEM/ Health



Katherine Koch
Arts, Communications, Entertainment & Business

HIREBRONCHOS JOB POSTING TIPS

HireBronchos.com is the University of Central Oklahoma Career Development Center's free, online job posting database. Students have access to part-time, full-time, and internship positions using their UCO credentials. Below are some tips to make sure the most students are seeing your positions.

1. Create a full profile
 - Make sure to include your company's description, location, and industry
2. When asked if your organization would like to share company information with students, click "yes".
3. Make your job posting friendly.
 - Students love to hear from employers about why they should work at their organization.
4. Avoid long paragraphs in job postings. Instead try breaking sections up using bullet points.
5. Include work schedule and compensation.
 - Even if the work schedule is flexible or compensation is negotiable, make sure to not leave that area blank.
6. Include incentives/benefits
 - For example, if your organization will help students relocate or provides discounted gym memberships, they will want to know!
7. Include the specific location of the position you are posting.
 - If you are posting a position with multiple locations, make sure to include those at the bottom of the job description.
8. Include all related majors and classifications in the "desired criteria" section.
 - If you would like help selecting the appropriate majors, please contact the Career Development Center at (405) 974-3346 or careers@uco.edu.
9. Include U.S. work authorization information
10. Do not use the "Screen By" categories unless your position requires it
 - This will reduce the number of students who can find and apply for your position

As always, the more information given the more likely a student will want to apply for it!

For more information, please log on to HireBronchos.com or visit careers@uco.edu





Employer On Campus Interview Checklist



6+ weeks
before
interview

- Call Career Development Center's On Campus Interview Coordinator to secure interview date.
- Post position on HireBronchos.com.

At least 5
weeks
before
interview

- Create interview request and schedule in HireBronchos.
- Send promotional email information to the On Campus Interview Coordinator by Wednesday at 5 p.m.

3 weeks
before
interview

- Apply by date will close on Friday at 1 p.m.
- Log on to HireBronchos.com to view candidate list and make selections.

2 weeks
before
interview

- Selections must be made by 1 p.m. on Friday through HireBronchos.com.
- Students begin signing up for interviews Friday at 5 p.m. and will close the following Thursday at 1 p.m.

Week of
interview

- Reminder emails are sent to students the day before interviews
- Employers can see finalized schedule and location information in HireBronchos.com

Day of
interview

- Employers check in within 45 minutes prior to their first interview.
- Students will check in at Career Development Center front desk.



UNIVERSITY OF CENTRAL OKLAHOMA
**Career Development
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CORPORATE PARTNERS PROGRAM

Annual Sponsorships

	Broncho Corporate Partner	Blue Corporate Partner	Bronze Corporate Partner
	\$7,500	\$5,000	\$1,500
Complimentary registration at one (1) UCO Career Fair			x
Complimentary registration at two (2) UCO Career Fairs		x	
Complimentary registration at three (3) UCO Career Fairs	x		
2 additional fair recruiters	x	x	x
Priority placement at career fairs	x	x	x
Corporate Partner recognition on careers.uco.edu	x	x	x
Corporate Partner recognition at all career fairs	x	x	x
Social media recognition of all company internship/job postings	x	x	x
Priority scheduling for on campus interviews	x	x	x
Logo on sponsor wall of Career Development Center	x	x	x
Priority in mock interviews and resume checks	x	x	x
One (1) featured email blast per academic semester	x	x	
One (1) featured email blast per academic year			x
Custom-made company signage displayed inside interview room	x	x	
Company logo displayed outside of interview room	x	x	
Logo on all Career Development Center hand-outs	x		
Sponsored information session	x		



UNIVERSITY OF CENTRAL OKLAHOMA
**Career Development
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CORPORATE PARTNERS PROGRAM

Annual Sponsorships cont.

UCO Career Fair
Sponsor
\$750

- ✕ Includes fair registration
- ✕ 1 additional fair recruiter
- ✕ Social media recognition leading up to fair
- ✕ Recognition signage as sponsor at booth
- ✕ Organization logo on career fair handout & highlighted name on fair map

Friend of the Career
Development Center
\$100+

- ✕ Organization logo on careers.uco.edu
- ✕ One social media recognition, along with other Friends of the Career Development Center

Collateral Sponsorship
(Merchandise)
MINIMUM OF **\$500**

- ✕ Company name/logo on giveaways
 - T-shirts
 - Pens
 - Portfolios
 - Water bottles

For more information about becoming a Corporate Partner with the Career Development Center, please contact (405) 974-3346.

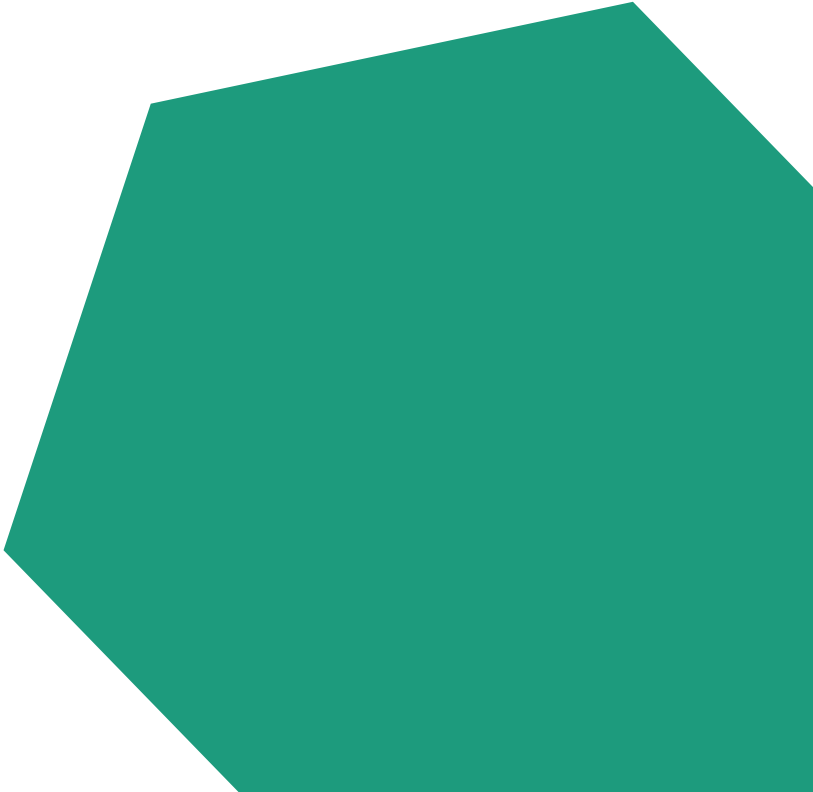


UNIVERSITY OF CENTRAL OKLAHOMA
**Career Development
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CAREER FAIR CANCELLATION POLICY

Cancellation will be accepted provided that notification is given in writing to The UCO Career Development Center. Cancellations must be sent via email to careers@uco.edu and must be received by their stated cancellation deadlines listed below.

The UCO Career Development Center reserves the right to charge any costs incurred prior to cancellation and the following registration fees:

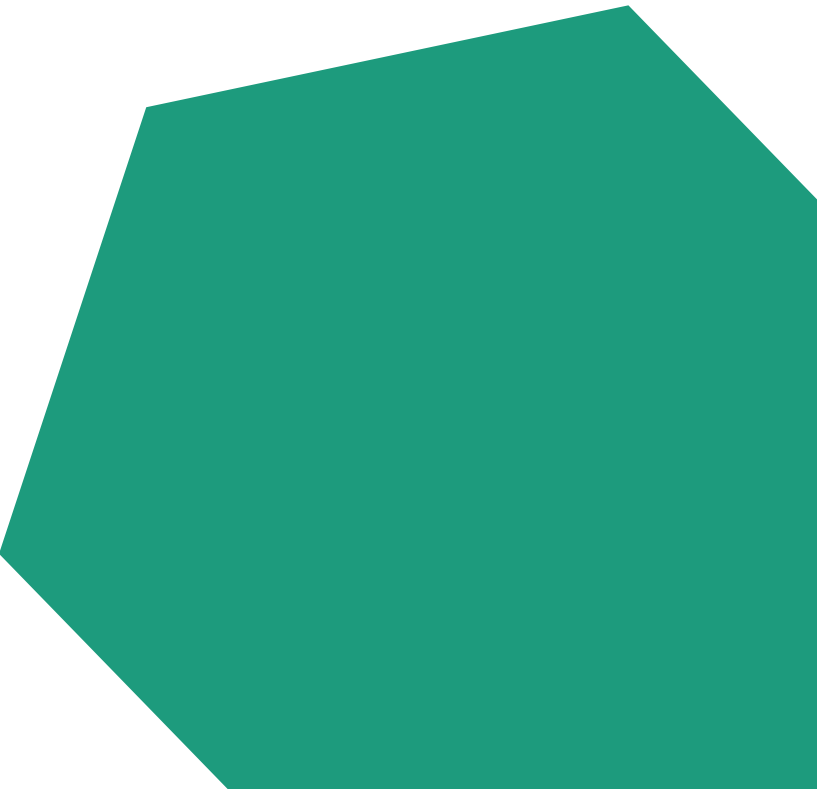
- Cancellations received at least 30 days before the scheduled fair will receive a 100% refund.
 - Cancellations received at least 10 days before the scheduled fair will receive a 50% refund.
 - Cancellations received less than 10 days before the event will be charged the full registration fee.
 - No-show, no cancellation will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request.
 - Registration fees cannot be transferred to another, upcoming event.
 - Registrations marked as not paid will incur cancellation charges. UCO Career Development Center reserves the right to change or modify these policies as it deems necessary without notice to any other party, which such changes shall be binding upon the registered companies.
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EMPLOYER POLICIES

All employers must be deemed by the University of Central Oklahoma and the UCO Career Development Center to be legitimate organizations with verifiable:

- Business Name
- Physical Address
- Email Address
- Phone Number
- Name of a contact who can be reached at the address listed by telephone and email

The UCO Career Development Center reserves the right to refuse services to employers due to any of the the following:

- Dishonesty
 - Discrimination
 - Breach of confidentiality
 - Failing to comply with establishing agreements between UCO Career Development Center and the employer (written and verbal)
 - Revoking a job offer to a student
 - Fraud
 - Failure to pay for billed services
 - Misrepresentation
 - Harassment of University of Central Oklahoma students, alumni, staff or faculty
 - Failure to adhere to UCO Career Development Center policies and/or any other violation of the University of Central Oklahoma rules and regulations
- 

EMPLOYER POLICIES cont.

Approved employers recruiting at the University of Central Oklahoma must agree to and abide by the following:

- Will comply with the nondiscrimination requirements of Equal Employment Opportunity, Age, Discrimination in Employment Act, Americans with Disabilities Act, and Title VII of Civil Rights Act of 1964.
- Will comply with policies and guidelines of the University of Central Oklahoma and UCO Career Development Center.
- Will comply with employment guidelines designated by the U.S. Department of Labor as well as local, state, and federal laws, including but not limited to, the Fair Labor Standards Act.
- Will follow the Principles of Professional Conduct for Career Services and Employment Professionals as outlined by the National Association of Colleges and Employers (NACE).
- Will cooperate with the University in any inquiry regarding the recruiting process including providing the names of any candidates interviewed and/or hired.
- Will not ask or allow any University of Central Oklahoma employees to screen applicant materials (resumes/cover letters, transcripts, references, etc) for any purpose, including the giving of University employee's advice to recruiter/company on which applicants should be interviewed, recruited, or hired.
- Will make reasonable accommodations for individuals with disabilities so that they may participate in the recruitment process.
- Will ensure that alcoholic beverages will not be a part of the recruiting process.
- Will clearly identify the name of the employing organization, job title, job description, and rate of compensation.
- Will not solicit or sell products/services or offer any financial promotional offerings during the course of the recruiting process.
- Will not use or disclose student information for any reason other than recruiting purposes for the posted position, including selling student information to other entities for a fee or other form of compensation.
- Will have an employer-employee relationship in which there are no fees associated with becoming an employee of the organization, other than professional licensure fee for career employees that may be necessary to be paid by employee.

The UCO Career Development Center reserves the right to revoke or suspend a company or company representative's recruiting efforts through the Career Development Center.

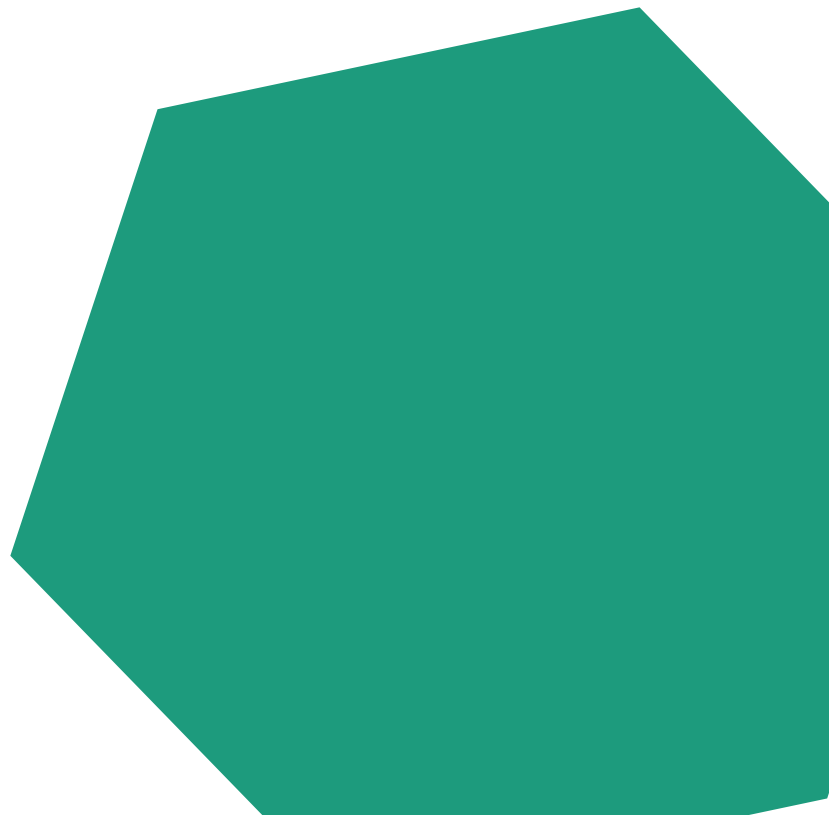
THE ETHICS OF COLLEGE RECRUITING

Often employers expect the UCO Career Development Center or faculty members to recommend the “best” or “top” candidates for jobs or internships. This process is discouraged.

The UCO Career Development Center provides the best career-related resources and opportunities to all students, not just those that are identified as the “best” or “most qualified”.

The National Association of Colleges and Employers (NACE) has established ethical standards for colleges and employers in regard to the employment process. Asking a staff or faculty member for the names of excellent candidates may seem harmless at first glance. However, there are some potential legal and ethical pitfalls associated with this strategy. If a staff or faculty member refers only a few individuals without publicizing the position to all students who may be qualified, the recruiting process is not one that is “fair and equitable” to all parties.

Employers know their organizational cultures and expectations far better than any staff or faculty member. The recruitment and selection of candidates is best left to representatives of the organization who have examined student resumes, conducted interviews, and checked professional references.



INTERNSHIPS AND UNPAID INTERNSHIPS

In accordance with NACE and the U.S. Department of Labor, The UCO Career Development Center defines an internship as the following:

- An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting
- Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

As such, all internships posted with the UCO Career Development Center should meet the following criteria:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience provided.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning

UNPAID INTERNSHIPS

It is the responsibility of each employer to determine whether an internship should be paid or unpaid, based on labor laws. Each employer should be familiar with labor laws in order to determine eligibility based on the organization's specific internship opportunity.

For more information about unpaid internships and labor laws, please review the U.S. Department of Labor's Employment and Training Guidance Letter.



JOB POSTING POLICIES

All job listings are posted at the discretion of the UCO Career Development Center. The UCO Career Development Center abides by the principles set forth by NACE and expects employers who use its services to adhere to EEO guidelines.

Job postings appearing to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, gender identity, disability, or gender will not be approved.

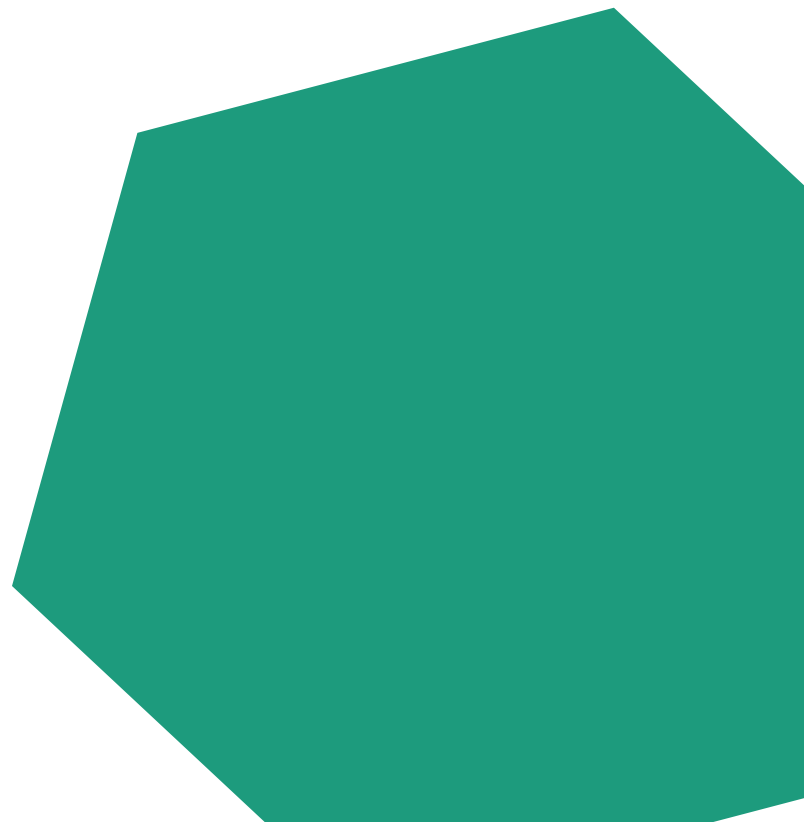
The UCO Career Development Center also reserves the right to refuse to post jobs that do not support the interests of the University of Central Oklahoma.

The following job types will not be allowed:

- No compromising positions such as adult entertainment, escort services, presentation modeling, and similar activities
- No positions that pay for work in cash
- No jobs/internships that require out of pocket expense from the student (other than transportation)
- No jobs/internships that discriminate against designated groups
- *No positions soliciting the donation of plasma, reproductive gamete, or other organ donation

Students and alumni of the University of Central Oklahoma utilize the Career Development Center's online recruitment system, HireBronchos, for professional employment or student hourly opportunities. The following policies have been put in place to ensure the eligibility of a company, organization, or individual:

- This position may NOT be located in a private residence or a home-based office (Ex. nanny, personal assistant, in-home tutor)
- The employing organization must have a payroll and human resources liaison to which the student employee may seek out in the event of a workplace conflict or dispute
- The position cannot be commission-only.
- The pay rate cannot be below the Oklahoma state minimum wage (calculated over any time scale such as hourly, weekly, bi-weekly, monthly, or annual).



THIRD PARTY RECRUITING POLICY

The University of Central Oklahoma (UCO) recognizes a variety of third party employment agencies exist in today's competitive business world.

Third-party recruiters are defined according to the National Association of Colleges and Employers (NACE) as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than 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. Third-parties include but are not limited to employment agencies, headhunters, search firms, contract recruiters, temporary agencies, and staffing services.

Most agencies are reputable, efficient at their craft, and a credit to the profession. Some engage in unethical and/or illegal registration, recruiting, interviewing, and selection practices. Such practices are damaging to all parties involved.

We do not support or promote such activity because it generally violates current affirmative action and equal opportunity employment legislation, and especially the Family Educational Rights and Privacy Act of 1974 which governs our operation as a university career center. Because such activity exists, we must safeguard our University, our staff, and our graduates by carefully examining the agencies that approach us for services.



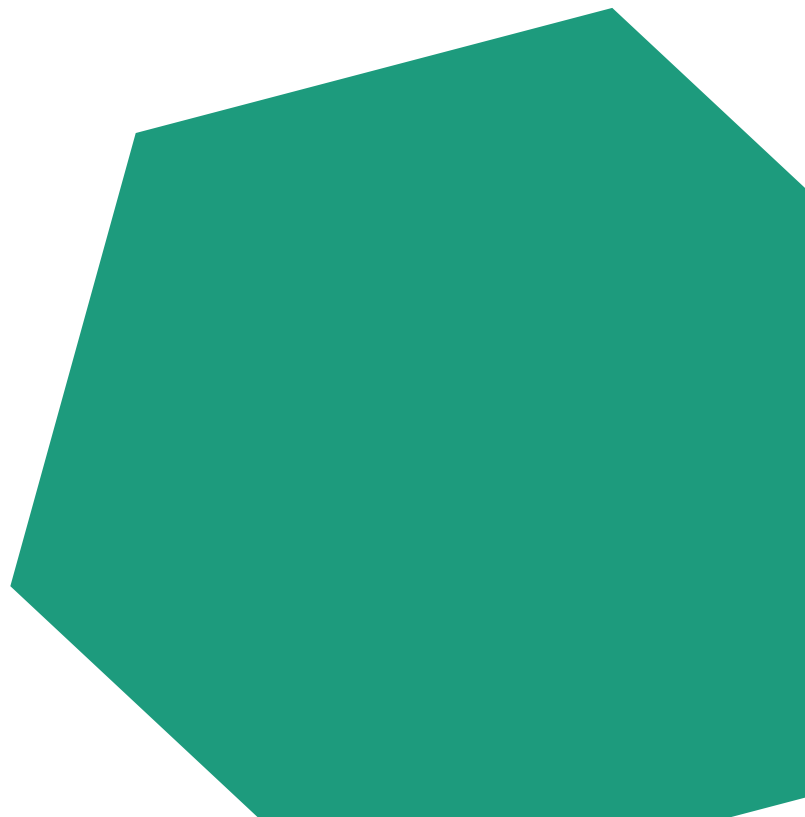
THIRD PARTY RECRUITING POLICY cont.

In an effort to help provide every single possible employment opportunity to our registrants, we choose to work with selected third- party employment services that meet university approval and agree to the following criteria:

1. Third party recruiters operate in congruence with the university policy of Equal Opportunity/ Affirmative Action and do not discriminate on the basis of age, race, color, sex, handicap, or national origin. An employer or agency using the services of the Career Development Center understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of the Career Development Center.
2. Third-Party recruiters will abide by the Principles of Third-Party Recruiters as described in the NACE Principles of Professional Practice.
3. Any fees associated with positions listed by Third-Party recruiters with the Career Development Center are the responsibility of the employer- students are not to pay any fee associated with the application or hiring process.
4. Third-Party recruiters will provide information about their operations and services to the Career Development Center for review.
5. It will be the responsibility of the candidate to contact the Third-Party recruiter. Candidate names and/or information concerning candidates will not be released to Third-Party recruiters unless candidates provide a written release, signed and dated by the candidate, for that specific agency. Federal law requires that confidential letters not be shared with candidates.

The UCO Career Development Center will promote the job and pertinent information through normal channels which may include the website, referral to faculty and/or staff, and/or direct referral to candidates. The Third- Party recruiters will be listed as the contact and identified as an employment agency.

If a Third-Party recruiter wishes to interview candidates on campus, or attend career fairs, that recruiter will agree to abide by the above policies and to identify the represented employer(s) to both the Career Development Center and potential university interviewees. Third-Party recruiters who elect to interview on campus should understand that the candidate information provided by the Career Development Center is to be used exclusively for the employer(s) so identified.



WORK AUTHORIZATION POLICIES

The Immigration and Nationality Act prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. See 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.

UCO Career Development Center prohibits:

- Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.
- Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin.

All employers recruiting at the University of Central Oklahoma will:

- Treat equally U.S. citizens, lawful permanent residents, temporary residents, asylees, and refugees in recruitment, or hiring.
- Embrace equal employment practices, including: refraining from discriminating on the basis of national origin and/or immigration and citizenship status.
- Avoid making the assumption that only U.S. citizens are authorized to work in the United States.

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 be a U.S. Passport"*
- "Must have a green card"*

*Unless U.S. Citizenship is required by law, regulation, executive order, or government contract.

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.

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

WORK AUTHORIZATION cont.

Employers recruiting at the University of Central Oklahoma will have the opportunity to select one of the following options related to identifying jobs posted on the HireBronchos System:

1. Legally authorized to work in the United States for any employer and WILL NOT require employment visa sponsorship now or in the future.
2. Legally authorized to work in the United States for any employer and WILL NOT require employment visa sponsorship now or in the future.

In compliance with the provisions of the Immigration Reform and Control Act (IRCA), interview appointments will be made available to interested students who are authorized to work full-time in the United States regardless of their citizenship status, unless U.S. citizenship is legally required. If citizenship is legally required for your company, please indicate this as such on your job posting. For further reference, employers may refer to the following:

- Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at <http://www.justice.gov/crt/about/osc>

- Department of Justice Best Practice for Online Job Postings at http://www.justice.gov/crt/about/osc/htm/best_practices.php

