



## Employer Policies

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

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

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

- dishonesty
- discrimination
- breach of confidentiality
- failing to comply with established agreements between UCO Career Development Center and the employer (verbal or written)
- 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.

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 the 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 the University of Central Oklahoma employee 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 forms 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 fees for career employees that may be necessary to be paid by employee.

For additional questions, please contact the Career Development Center at 405-974-3346.