



Employer and Student Policy

The University of Baltimore Career and Professional Development Center (CPDC) is dedicated to helping employers connect with students and alumni. We serve as a corporate gateway to the university by helping employers understand the curriculum, meet key faculty and staff, and successfully recruit and hire our students and alumni. The CPDC offers an Employer Relations team of professionals dedicated to facilitating employer recruitment efforts and assisting employers with strategy, visibility, employment data, and feedback.

Choosing and attaining meaningful post-graduation employment is an important challenge for college students and alumni. To aid in this process, the CPDC develops connections and programs, such as on-campus interviews, networking events, and career fairs, in which employers, students, and alumni are active participants. In order for this process to be successful, everyone involved must work together. These principles provide guidelines for that process in order to guarantee:

- Students and alumni can openly, freely, and objectively select employment opportunities, making those choices based on their assessment of the best use of their abilities, their personal goals, and other pertinent facts
- A fair and equitable recruitment process for students, alumni and employers alike
- Support for informed and responsible decision making by students and alumni

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What Students, Alumni, and the CPDC Can Expect from Employers

- 1. Freedom from undue pressure.** Employment professionals will refrain from any practices that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.
- 2. Knowledge of recruitment field.** Employment professionals will know the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- 3. Provide accurate information.** Employment professionals will supply accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplies and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
- 4. Fair play.** Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the CPDC in the form of contributed services, gifts, or other financial support.
- 5. Maintain nondiscrimination policy.** Employment professionals will maintain equal EEO compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:
 - a)** Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request
 - b)** Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability
 - c)** Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process
 - d)** Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force
 - e)** Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals

- f) Investigating complaints forwarded by the Career and Professional Development Center regarding EEO noncompliance and seeking resolution of such complaints
- 6. **Maintain confidentiality.** Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
- 7. **Use assessment tools and tests appropriately.** Those engaged in administering, evaluating, and interpreting assessment tools, tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the CPDC of any test conducted on campus and eliminate such a test if it violates campus policies. Employment professionals must advise students/alumni in a timely fashion of the type and purpose of any test that students/alumni will be required to take as part of the recruitment process and to whom the test results will be disclosed. All tests will be reviewed by the employing organization for disparate impact and job-relatedness.
- 8. **Follow EEO compliance.** Employment professionals will cooperate with the policies and procedures of the CPDC, including certification of EEO compliance or exempt status under the Immigration Reform and Control Act, and will honor scheduling arrangements and recruitment commitments.
- 9. **Inform students/alumni of cultural or legal differences.** Employment professionals recruiting for international operations will do so according to EEO standards. Employment professionals will advise the CPDC and students/alumni of the realities of working in that country and any cultural or foreign law differences.
- 10. **Fair and active application of principles.** Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

What Students and Alumni Can Expect from the CPDC

- 1. Confidentiality.** CPDC staff members are expected to exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer databases. Disclosure of student information outside the college/university should only be made with your prior consent unless health and safety considerations necessitate the distribution of such information.
- 2. Access to all services and events.** The CPDC may charge students/alumni for registering or taking part in certain services or events. Such fees should be sufficiently nominal so as not to hinder individuals from participating.
- 3. Access to career information.** Equal or full access to information on career opportunities and types of employing organizations should be provided by CPDC staff to all students/alumni regardless of personal or educational background. CPDC staff members are also expected to inform students/alumni how and where to obtain information which may influence their decisions about an employing organization.
- 4. Testing information.** CPDC staff members should inform students/alumni of the availability of testing, the purpose of the tests, and the disclosure policies regarding test results.
- 5. Fraudulent Job Response.** In the event that a student or alumni is involved in a fraudulent job scam, the CPDC will exercise the following measures:
 - a)** Contact the UB Police concerning the incident
 - b)** Assist the student or alumni with any breach of confidentiality, identity theft, etc.
 - c)** Completing an incident report to be shared with the Dean of Students
 - d)** Drafting a broadcast email message to be sent to the student body from the Dean's Office
 - e)** Informing the Career Center Directors involved in the Maryland Career Consortium of the incident

What the CPDC Can Expect from Students and Alumni

- 1. Become an “Expert Career Manager” by assuming ownership and responsibility for career development and job search process.** The process of career development, from career exploration to the job search process, is a partnership in which job seekers must take an active role. This partnership may consist of registering on UBWorks, meeting with a Career Coach, and attending the CPDC events, such as Be Ready Workshops, career fairs and various other programs. By partnering with the CPDC, job seekers will enhance their career development skills and, ultimately, become more successful in their job search.
- 2. Provide accurate information.** Job seekers will provide accurate information about academic work and records, including course taken, grades, positions held, and duties performed.
- 3. Be honest.** Conduct a job search with honesty and integrity. Do not lie or stretch the truth on resumes, applications or during any part of the interview process.
- 4. Interview genuinely.** Job seekers should interview only with employers they are sincerely interested in working for and whose eligibility requirements they meet. “Practice” interviewing is misleading to employers, wasting both their time and money, and prevents sincerely interested candidates from using those interview slots.
- 5. Adhere to schedules.** Appear for all interviews, on campus and elsewhere, unless unforeseeable events prevent you from doing so. If a job seeker cannot make the interview because of an unforeseeable event, notify the CPDC and the employer at the earliest possible moment.
- 6. Don’t keep employers waiting.** Communicate acceptance or refusal of a job offer to employers as promptly as possible, so they can notify other that they are still being considered or that position is filled.
- 7. Accept a job offer in good faith.** When accepting an offer, have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.
- 8. Withdraw from recruiting when your job search is completed.** When accepting an offer or deciding to pursue full-time graduate or professional

studies, notify the CPDC and withdraw from the on-campus interview process immediately.

- 9. Claim fair reimbursement.** If an employer has agreed to reimburse a job seeker for expenses incurred in its recruitment process, those requests should be only for reasonable and legitimate expenses.
- 10. Obtain the career information needed to make an informed decision.** It's up to job seekers to acquire the information about career opportunities, organizations, and any other information that might influence their decisions about an employing organization.
- 11. Read, respond, and act on student e-mail notices.** The CPDC uses e-mail to notify students/alumni about newly posted positions, upcoming deadlines, or last minute changes to interview schedules. Employers will primarily use email for notifications, so its critical job seekers check their e-mail on a regular basis.
- 12. Online identity.** Social networking profiles (i.e. Facebook, Twitter, Instagram) are public and can be viewed by employers. Therefore, it is important for job seekers to review social networking profiles and delete anything questionable. Edit anything that may be used for discrimination or may be viewed as inappropriate, controversial, or scandalous. Job seekers should use multiple search engines to find out what employers might see when searching their name, email address, screen name, and phone number.
- 13. Develop a professional e-mail address and voice mail message.** When corresponding with employers, it is important to present a professional image. Email addresses such as honeybee@email.com or thebigbuzz@email.edu may have personal meaning, but to employers, they represent someone who lacks professionalism. A job seeker's telephone voice mail message should also reflect professionalism. Avoid having music playing in the background or using inappropriate language.

Specific Policies Regarding Student and Alumni Participation

1. **Interview no-show policy.** Failure to appear for a scheduled interview is a courtesy, which recruiters and the CPDC take very seriously. A significant number of no-shows may result in recruiters not returning to campus and permanently affecting future students seeking employment. Students unable to keep an appointment for a campus interview must cancel the interview through UBWorks by 12:00 PM two (2) working days prior to the scheduled interview time. Students who fail to cancel their interviews in time and students who fail to appear for scheduled interviews may lose their interviewing privileges at the Career and Professional Development Center.
 - a) **1st Infraction –** email warning
 - b) **2nd Infraction –** loss of interview privileges
2. **Student event policy.** To help ensure a pleasant and productive environment for all participants, the following guidelines have been established:
 - a) Career Fairs are open to UB students and alumni only
 - b) Respect all participants (employers, job seekers, and staff)
 - c) Appropriate attire is required and is determined by event. Some events require Professional or Business Attire
 - d) For safety reasons, the doorways to the event (inside and out) and the surrounding area must be kept clear at all times
 - e) Participants are expected to cooperate with all reasonable requests made by members of the CPDC staff and all reasonable requests of any person acting in an official capacity as a representative of the University
 - f) If questions or concerns arise during the event, please contact a member of the CPDC for assistance
3. **CPDC Fraudulent Jobs Policy.** The CPDC does not endorse any employer and urges students/alumni to use good judgment in all of their interactions with employers. The CPDC suggests that students/alumni request business references for unknown organizations before applying and/or interviewing with them off campus. The CPDC advises students/alumni to interview in public places only. If students/alumni have any questions or concerns regarding the validity of an employer's job posting, interview practices, or any other interaction they may have with an employer, students/alumni should contact the CPDC at (410) 837-5440. Do not fall for one of the many forms of employment scams. Job seekers should click [here](#) for additional information from the Better Business Bureau that can help educate them on how to protect themselves from fraudulent job postings. Typically, employment scams can be identified by the following signs:

- a)** Job seekers give credit card or bank account numbers, or copies of personal documents, but get nothing in writing
- b)** Job seekers must send payment by wire service or courier
- c)** Job seekers are offered a large payment or reward in exchange for allowing the use of their bank account, often for depositing checks or transferring money
- d)** Job seekers receive an unexpectedly large check

The CPDC aims to follow the aforementioned job and internship posting guidelines. The CPDC will make a reasonable effort to ensure that jobs and internships posted to UBworks adhere to UB's standards and the standards of the National Association of Colleges and Employers.

Career and Professional Development Center
University of Baltimore
1420 N. Charles Street.
Baltimore, MD 21201
410-837-5440
careercenter@ubalt.edu