

## Employer and Recruiter Guidelines

- 1) All on-campus visitors representing companies, educational institutions, or agencies, for the purpose of recruiting, must be arranged and approved by the Office of Career Development (CD) at Upper Iowa University (UIU). These visits may include information tables or sessions, interviews, class visits, or other related means.
- 2) An internship or career fair may be suggested for some recruiters as more practical than on-campus visits.
- 3) Visitors are screened according to the compatibility of their policy, standards, or philosophy with the University's mission and objectives. The privileges of recruiting at an Upper Iowa University location can be revoked. It is expected that recruiters uphold affirmative action and equal opportunity laws.
- 4) For those visitors that present a conflict of interest with the University's perspective, alternatives such as email or phone contact and/or an office visit with CD personnel, or information materials kept on file in the Career Development Office, *might* be available.
- 5) Candidate prescreening for employers is not currently conducted. Student information is kept confidential and the student is considered the initiator.
- 6) No employer or recruiter shall seek special favors from CD personnel in regards to candidates as a result of a gift or special relationship with UIU. All employers have equal access to our services and programs.
- 7) CD posts employment openings and seeks employment listings without investigation. Job seekers will use the information at their own risk; however, when a problem exists over a complaint or a fraudulent posting, CD personnel will take appropriate action to clarify and rectify the situation. The privilege of posting jobs can be revoked at any time.
- 8) CD personnel will not administer employment testing for an employer as part of the hiring process nor will mailing labels or lists be made available.
- 9) Third party recruiters as defined by the National Association of Colleges and Employers are required to disclose to students and CD personnel the employers represented and the types of positions for which the third-party recruiter is recruiting. All recruiters must disclose the company name and contact information before a job announcement will be posted.

## Professional Associations and Affiliations

The UIU Office of Career Development holds active memberships in the following professional associations and adheres to their *Principles for Professional Practice*:

- National Association of Colleges & Employers (NACE) [www.naceweb.org](http://www.naceweb.org)
- Midwest Association of Colleges & Employers (Midwest ACE) [www.mwace.org](http://www.mwace.org)
- Wisconsin Association of Colleges and Employers (WI-ACE) [www.wiace.org](http://www.wiace.org)
- Midwest Cooperative Education and Internship Association (MCEIA)
- Career Professionals of Iowa (CPI): LinkedIn Member Group
- National Career Development Association (NCDA) [www.ncda.org](http://www.ncda.org)



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