

## **UMBC'S EMPLOYER STANDARDS OF ETHICAL CONDUCT CAREER SERVICES GUIDELINES**

UMBC Career Services recruitment services include, but are not limited to, the following:

- Job Fairs and Networking Events
- On-Campus Interviews
- Career Services-sponsored Information Sessions and Information Tables (generally limited to 3 tables per semester)
- UMBCworks Job Postings and Resume Database
- Corporate Visibility Days
- Recruiting Consultations

UMBC Career Services provides recruitment services to employers/individuals who abide by employer standards of ethical conduct established by the National Association of Colleges and Employers (NACE), the NACE Principles for Professional Conduct. For the entire text of this Principle, refer to <http://www.naceweb.org/principles/>. Consistent with the NACE Principles for Professional Conduct, all job postings must contain accurate information about the organization offering employment, and the position offered, and all employers must comply with all Equal Employment Opportunity standards. In accordance with the equal opportunity employment provisions, UMBC prohibits postings that are in violation of any state or federal laws. In addition, employers/individuals receiving Career Services recruitment services must conform to the following UMBC Career Services standards:

Employment/entrepreneurial opportunities must pay, at a minimum, a base salary in compliance with the minimum wage standards. Career Services does not provide recruitment services to employers/individuals recruiting for positions/opportunities that are commission-only; require prospective employees to purchase products/services contingent upon their employment with, or on behalf of that company/individual; are based on a "pyramid" or "multi-level" type networking structure requiring or encouraging the recruitment of others who recruit others, etc. to sell products or services; or, positions that provide prospective employees with a financial incentive for recruiting other prospective employees.

Career Services will provide select recruitment services to organizations that provide recruiting/staffing services only if they do not charge a fee to prospective employees. Recruiting/staffing services must also permit Career Services to request and verify information on the specific employer(s) represented and/or the specific job(s) being advertised. Access to UMBC's online resume database is not available to third-party recruiters. Career Services reserves the right to decline to post a position if they have an ongoing relationship with the employer being represented by the recruitment/staffing service and/or if Career Services has concerns about the legitimacy of the job listing or the represented employer.

Student information obtained from the UMBCworks system shall not be re-disclosed without obtaining additional written student consent. According to the federal Family Educational Rights and Privacy Act (FERPA) of 1974, re-disclosure, without student consent, violates federal law. If you are unable to comply fully with this request, return any previously obtained student information to UMBC immediately.

Employers/individuals who do not meet the standards stated above may make their own arrangements to advertise employment/entrepreneurial opportunities, including:

- Posting flyers on general information bulletin boards around campus
- Tabling in The Commons, through direct arrangement with the UMBC Scheduling Office (410.455.3916)

Please refer all questions to the Career Services' Director at 410.455.2216.