

University of North Texas
Career Center
On-Campus Recruiting Policies
2013

The UNT Career Center offers assistance to employers in accordance with the Principles of Professional Conduct for Career Service Professionals outlined by the National Association of Colleges and Employers (NACE). The UNT Career Center expects employers to follow the Principles of Professional Conduct for Employers (<http://www.naceweb.org/>)

1. The posted job must clearly indicate the employing organization name, nature of their business and have an official company website when available.
2. The company/employer must not solicit or sell their products or services. (UNT follows a strict non-solicitation policy. Campus ambassador roles are permitted if the ambassador acts as a company representative-participating in career fairs, expos, networking and tabling sessions. One-on-one recruitment is not allowed. This is considered solicitation and conflicts with the University non-solicitation policy).
http://policy.unt.edu/sites/default/files/untpolicy/10.13_Solicitation%20Policy.pdf
3. The posted job must fully disclose the structure of their compensation packages and business costs incurred through their first year of employment.
4. The posted job must not overstate possible compensation.
5. The posted job must offer employment and not a business opportunity or venture.
6. The posted job must have a contact name, telephone number and valid email address in order to be approved in the Eagle Network. The preferred email address should be reflective of the company and not a personal email (Gmail/Yahoo/Hotmail or other).
7. Recruiters representing organizations with a pyramid structure, charge “sign-on” fees, or require the purchase of a “starter kit” are not permitted to post jobs or participate in on-campus interviews. Straight commission employers will not be permitted to participate in the on-campus recruiting program or career events.
8. Employment professionals will refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptances of employment offers and encouragement of revocation of another employment offer.
9. Full disclosure of any employer/employee contracts must be presented prior to interviewing potential candidates.
10. The UNT Career Center reserves the right to randomly screen all jobs posted in the Eagle Network.

Third Party Agencies-

A third-party employment service is an agency, organization or individual recruiting candidates for employment opportunities other than for its own needs. Third-party recruiters include: private employment agencies, executive recruiters, temporary agencies, head-hunters, employment consultants, outsourcing contractors, or leasing agencies.

- Third-party recruiters must operate in congruence with the university policy of Equal Opportunity/Affirmative Action and do not discriminate on the basis of age, race, color, religion, sex, handicap, or national origin. An employer or agency using the services of the UNT Career Services understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of Career Services.
- Third-party recruiter will abide by the Principles for Third-Party Recruiters as described in the NACE Principles for Professional Conduct. (www.naceweb.org)
- Third-party employment services are not permitted under any circumstances to charge fees to students or alumni for their services.
- Third-party employment services will be required to post their own job vacancies. Those postings that do not identify the hiring company will not be approved for viewing on the Eagle Network.
- Resumes received by a third-party employment service from students as a result of job postings are to be used only for the advertised job vacancy posted through UNT.
- Third-party employment services will not be provided resume books from the university.

Third-party employment services will not be allowed to participate in career fairs, career expos, or information sessions/table events hosted by UNT

If you have questions please contact the UNT Career Center-Employer Service Team at 940-565-2705

**UNT Career Center
1155 Union Circle #310859
Denton, Texas 76203-5017
940-565-2105**

**Physical Address:
UNT Career Center
Chestnut Hall-Suite 102
1800 Chestnut Street
Denton, Texas 76203**