

## Accessibility to Programs Matrix

Services available for participation include Career Fairs, HuskyCareerLink, On Campus Interviewing (OCI), online resume books, on line student search, workshops, information sessions and Explore. Career Fair access may be limited for participation due to specialty themes and access is in accordance to the Career Fair Policy.

Type of Organization	Description of Opportunities	Eligibility for Participation in Services
Third Party Recruiters – Specialty Area	Recruit specific to occupation such as Nursing or Science	All services except resume books on HCL and OCI
Third Party Recruiters – Professional Recruiting	No fee to student	Posting on HuskyCareerLink only No access to resume books or searching for students
Third Party Recruiters – Temporary Physical	No fee to student	Ineligible for all services
Third Party Recruiters – Temporary Administrative Work	No fee to student	Posting on HuskyCareerLink only No access to resume books or searching for students
Third Party Recruiters – Recruiting on behalf of an Employer	Go in as company and acts on behalf of the company performing HR function.	All services except workshop presentations
Third Party Recruiters – Applicant Paid Fee	Applicant pays a flat fee for third party agency to represent them and secure them employment.	Ineligible for all services
Professional Recruitment Firms (Headhunters)	No fee and for fee	Ineligible for all services
Consulting Firms	Provides specialized services to a third party	All services
Promotional Representatives for Companies	Representatives on behalf of the company to conduct promotion	Ineligible for all services
Nanny Services	Hires students on behalf of families	Posting on HuskyCareerLink only
Daycares & Pre-Schools	Temporary Teachers or Teachers Aides	All services
Summer Camps	Business, Counseling, HealthCare only	All services
Campus Representatives for Companies	Student promotes product or service to peers on campus	Ineligible for all services
Independent Sales Companies	Fee to student	Ineligible for all services

Organizations that only recruit a targeted population (access denied to all)	Employment limited to a specific contingency only	Ineligible for all services
Organizations that fall under the Pyramid Scheme aka Multi level marketing		Ineligible for all services
Professional Fundraising Organizations	Fundraisers for commission	Ineligible for all services
Organizations that provide employment on commission base only	No base salary – only sales commission	Ineligible for all services
Financial organizations that provide employment on commission base only	No base salary – stipend with sales commission.	Eligible for all services
Independent Student Run Employment Organizations	Student may/may not have to purchase supplies and reconciles earnings with parent company	Ineligible for all services
Organizations seeking employees to work at home or via the internet		Ineligible for all services
Telesales Organizations		Ineligible for all services
Foreign Firms Operating Overseas		Case by case basis
Organizations that require students to purchase sales kits		Ineligible for all services

### **Criteria for Defining Whether Opportunities are Professional**

Criteria has been defined below to assist employers with understanding how employment type of all nature are evaluated to ensure that opportunities presented through various programs and services are professional in nature.

### **Internships & Cooperative Education**

1. The opportunity must be career related and use elements from student's college education.
2. The student will perform professionally related tasks to include projects, presentations, and/or trainings. The opportunity may not be more than 25% administrative/clerical in nature.
3. The student will be engaged in and introduced to, activities that are primary responsibilities of a given profession.
4. The student will be given opportunities to learn skills that are requisite of a given profession.
5. The assigned tasks and activities will be developmentally appropriate and meaningful for the individual development for a person considering that field or occupation.
6. The work environment will be conducive to learning; the supervision will include mentoring and constructive feedback, allowing the student to develop as a new professional.

7. Opportunities must be open to all students. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment), or any other unlawful factor. In Connecticut, protected class characteristics include: Race; Color; Religion; Ethnicity; Age; Gender; Marital status; National origin; Ancestry; Sexual orientation; Genetic information; Disabled veteran; Veteran status; Physical or mental disabilities (including learning disabilities, mental retardation, past/present history or a mental disorder); and Prior conviction of a crime.

### **Full Time Opportunities**

1. The opportunity must be career related and use elements from student's college education.
2. A college degree must be required. Consideration will be made for career related opportunities in specific fields which provide professional experiences but a four year degree may not be requisite.
3. The opportunity should exist that the job serves as a building block for advancing in a given field by providing skills and experience requisite for that field.
4. There should be no out of pocket expenses accrued by the applicant in order to be employed in that field.
5. Opportunities must be open to all students. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment), or any other unlawful factor. In Connecticut, protected class characteristics include: Race; Color; Religion; Ethnicity; Age; Gender; Marital status; National origin; Ancestry; Sexual orientation; Genetic information; Disabled veteran; Veteran status; Physical or mental disabilities (including learning disabilities, mental retardation, past/present history or a mental disorder); and Prior conviction of a crime.

The Department of Career Services reviews the websites and job descriptions of all organizations participating in Career Services programs or services. Career Services reserves the right to contact the organization and request additional information to evaluate whether the opportunity meets the aforementioned criteria. If there is any question regarding the validity of the criteria, the Department of Career Services reserves the right to refuse the organization access to any program or services. Companies may appeal the decision by the complaint by employer process outlined in section 9.

### **Outline for Policy Documenting Eligibility Requirements for Employer and Organizational Participation**

1. All employer representatives of an organization will conduct themselves in a professional manner at all times at all University events. Employer representatives will be knowledgeable of the University Code of Conduct and agree to abide by those parameters when participating in University sanctioned events on and off campus and at Employer sponsored events on and off campus. Information about the University Code of Conduct may be found at [http://www.dos.uconn.edu/student\\_code\\_partiv.html](http://www.dos.uconn.edu/student_code_partiv.html)
2. Employer representatives must be professional in the demeanor with all University representatives at all times. Inappropriate behavior not limited to but including yelling, coercion, threatening or belligerent behavior may lead to that employer representative to be no longer eligible for participation in any on or off campus University events.

3. Opportunities must be open to all students. Employers are prohibited from discrimination in education, employment, and in the provision of services on the basis of protected group identity (unless there is a bona fide occupational qualification related to employment), or any other unlawful factor. In Connecticut, protected class characteristics include: Race; Color; Religion; Ethnicity; Age; Gender; Marital status; National origin; Ancestry; Sexual orientation; Genetic information; Disabled veteran; Veteran status; Physical or mental disabilities (including learning disabilities, mental retardation, past/present history or a mental disorder); and Prior conviction of a crime. Information about the University's policies may be found at <http://www.ode.uconn.edu/>
4. Employer representatives will be knowledgeable of the National Association of College and Employers (NACE) Code of Conduct and agree to abide by those parameters when participating in University sanctioned events on and off campus and at Employer sponsored events on and off campus. Information regarding the NACE Code of Conduct may be found at <http://www.nacweb.org/principles/principl.html>
5. Employers must review the NACELink Privacy Policy for Employers and agree to abide by those parameters if they have any interaction with HuskyCareerLink. Information regarding that policy may be found at [http://www.nacelink.com/nl\\_privacy\\_policy.php](http://www.nacelink.com/nl_privacy_policy.php)
6. Employers must engage in reputable business practices. Should there be a question of the business practices, an investigation will be conducted within the Department of Career Services to which an opportunity will be provided to the Employer in question to provide documentation in writing of their business practice. The Department of Career Services reserves the right to evaluate both the student and employer documentation and make a determination of future business relationships.
7. Employers must provide students with internships, cooperative education and full time job opportunities that meet criteria requiring those experiences to be career related or professional opportunities requiring a college degree. Consideration will be made for career related opportunities in specific fields which provide professional experiences but a four year degree may not be requisite.
8. Employers must conduct their own affirmative action reporting. Information regarding this topic may be found at <http://www.oir.uconn.edu/>
9. Any concerns Employers may have regarding a Department of Career Services' policy, program or student must be provided in writing to the Assistant Director, Manager of Employer Relations. For the manner to which issues will be addressed, please see flowchart labeled "Complaint by Employer."
10. Employers seeking access to the University of Connecticut's wireless network must make their own arrangements independently. Access must be requested each and every time the employer visits campus. For more information visit <http://guestreghelp.uconn.edu/guests.html>
11. The Department of Career Services reserves the right to sever relationships or limit access to programs and events if:
  - An employer harasses, verbally abuses or threatens any staff member of the department.

- Failure to adhere to Career Services' policies and/or any violation of UConn's rules and regulations, and local, state, or federal laws.
- A student complaint or concern is brought to our attention
- Misrepresentation by dishonest information or absence of information

12. It is the employer or individual company representative's responsibility to inform the Department of Career Services of any and all changes in writing; to include but not limited to, changes in individual company representatives, address, telephone numbers, location or any other relevant contact information.

### **Specific Requirements for Employers Participating in On Campus Interviewing**

1. If Employers cancel their interview date or eliminate a schedule within 48 hours of the scheduled date, the Employer is expected to contact the students and notify them of the cancellation.
2. If an Employer wants to make any changes in the interview times within 48 hours of the scheduled date, the Employer is expected to make the changes themselves and provide Career Services with a hardcopy of the final schedule. Changes will not be reflected in HuskyCareerLink.
3. Employers can call to request career services assistance with scheduling an information session prior to on campus interviewing. Every attempt to schedule a room without a fee will be made. There are no guarantees that rooms without a fee are available. Any reservations for rooms in buildings on campus that charge a fee (Bishop Center or the Student Union) will have to be made independently by the employer. In all instances, all logistical arrangements such as room set up, technical equipment or catering must be made by the employer.
4. If a company has a centralized recruiting individual, it is their responsibility to provide cell phone number and name of the person visiting campus to the on campus recruiting coordinator. It is also the responsibility of the main company contact to provide all communications regarding scheduled events on campus to their representative.
5. The Department of Career Services shares the hallway outside the interviewing suite with another department. Employers should not access that office space and should make every attempt to maintain the noise level and decorum in that area.

