

Employer Recruiting Guidelines & Procedures

The University of Texas Permian Basin



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Introduction

Thank you for your interest in recruiting at UT Permian Basin! Companies and organizations who wish to engage with and make use of the assistance and/or facilities offered by The University of Texas Permian Basin must have an approved employer account in Handshake and must adhere to university recruiting guidelines as well as applicable federal, state, and local employment laws. In this handbook, you will be provided with guidelines and procedures to attract top recruits for your organization. UTPB Career Services is excited to support your recruiting efforts. You can contact Career Services at careerservices@utpb.edu or by phone at 432-552-2890. UTPB Career Services is located in room 2100 in the Mesa Building on the 2nd floor at 4901 E. University Odessa, TX 79762.

Handshake Guidelines and Procedures

UTPB provides employers with access to job posting services and the opportunity to connect with student job seekers in all phases of their educational journey. Employer Handshake accounts and postings are reviewed based on information provided by the employer. The employer must agree to all recruiting policies and postings must adhere to the criteria detailed below.

Employer Account Review Process

For a successful Handshake account registration, employers must:

- Complete all required sections.
- Provide as much information as possible to help students research and learn about your organization and opportunity.
- Provide a professional website and matching contact domain email address (e.g., no personal, Gmail, or Yahoo accounts allowed).
- Represent a recognized business with a business location and address. Personal requests/postings are not allowed.

Job Posting Review Process

UTPB job postings are reviewed and approved or declined based upon the information you provide in your posting. All posted opportunities must:

- Include a professional website to help evaluate the opportunity, and recruiters must use a professional/organization-related email address in the contact field (e.g., no Gmail or Yahoo accounts).
- Be used for the hiring of candidates for your human resource needs or the human resource needs of your clients; job postings cannot be used to advertise events, services, or programs (e.g., career fairs, test prep, placement or learning programs, etc.).

- Include an English language website if your organization is based outside the U.S. and must be hiring for your internal needs (i.e., no placement programs are allowed); for employment outside of the U.S., employers are advised to use the following language when stating applicant qualifications: *“must be legally eligible for hire in the country of employment.”*
- Not include fees or purchase requirements for employment (e.g., fee-based training, fee-based placements, or positions requiring the purchase of supplies or a training kit).

Labor Laws, Campus Policies, and Association Guidelines

We welcome you to explore the following university recruiting guidelines and applicable federal, state, and local employment laws reference above:

[Fair Labor Standards Act](#)

[National Association of Colleges and Employers \(NACE\) Principles for Ethical Professional Practice](#)

[NACE Seven Criteria for Internships – Position Statement: U.S. Internships](#)

[The Age Discrimination in Employment Act](#)

[The Americans with Disabilities Act](#)

[U.S. Equal Employment Opportunity Commission](#)

[Title VII of the Civil Rights Act of 1964](#)

Handshake Disclaimer

Handshake is a service offered at the discretion of The University of Texas Permian Basin to students, alumni, and employers free of charge. The university reserves the right in its sole discretion to refuse access to employers at any time. Access to Handshake job postings will not be allowed for employers that do not comply with our recruiting policies and guidelines detailed above, or for job types that do not appear to support the interests of students or the university. Employers and students are advised to use caution and encouraged to request reference information as needed to establish qualifications, credentials, and conditions of employment. Excessive postings, duplicate postings, and misleading postings are not allowed. Postings that do not correspond to an organization’s actual interviewing, hiring, and compensation practices, or postings that misrepresent the identity and affiliation of the employer, are not allowed. Postings for positions that require at the time of application, personal information such as bank and social security numbers, or photos of the applicants, are not allowed. Postings for positions that pay in cash, require a candidate to make a financial investment, or pay a fee prior to employment are prohibited.

Rights Reserved Statement

The University of Texas Permian Basin reserves the right to ensure that employers and talent acquisition professionals remain in compliance with all policies, procedures, and guidelines. Any violation of this

agreement may result in consequences up to termination of employer account and suspension of recruiting.

On-Campus Marketing Policy

UTPB Career Services welcome the opportunity to help promote our employer partner opportunities in an effort to foster employer-student connections for employment, experiential learning, and professional development. For those employers who prefer to work directly with your non-career center campus partners, we ask that you please consider the University of Texas System Regents' Rules and Regulations' [solicitation policy](#) that prohibits the placement or distribution of flyers around campus. Employers and other non-University affiliated entities must work directly with UTPB Career Services to recruit at UTPB, including setting up tables to market job or internship opportunities outside of career fairs. Please contact us at careerservices@utpb.edu to discuss additional marketing opportunities.

Handshake Tutorials

Need assistance with Handshake? View these tutorials to help guide you.

[Create an Employer Account](#)

[How to Post a Job](#)

[How to View Student Profiles](#)

[How to Build a Strong Brand that Attracts Gen Z](#)

[Your Game Plan for Winning Early Talent](#)

Sourced from the Texas Career Engagement Center

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