



# College of Engineering and Applied Science

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

## Recommended Recruiting Policies and Expectations for Employers

The Engineering and Applied Science Career Office has recruiting policies and expectations to guide the behavior and ensure the professionalism of all parties engaged in the recruitment and hiring process and related programs and services.

Employers recruiting at the University of Colorado Colorado Springs in the College of Engineering and Applied Science must adhere to policies and expectations set by the College of Engineering and Applied Science Career Office, [Equal Employment Opportunity Laws](#), [National Association of Colleges and Employers Principles for Ethical and Professional Practice \(NACE\)](#), and applicable [UCCS](#), [UC System](#), and [Board of Regents](#) policies. Companies who fail to comply with the guidelines and expectations may be excluded from future recruiting privileges at the University of Colorado Colorado Springs in the College of Engineering and Applied Science.

### Services Provided to Employers

The College of Engineering and Applied Science Career Office offers the following services to employers:

- Online Job Board (Handshake): Post full-time, part-time, and internships for students and alumni.
- Highlight Job Postings through the Weekly Newsletter: Must email the Career and Industry Program Director (eintern@uccs.edu) to let them know about the posting.
- Tabling (Table Tuesday): Table in the Engineering and Applied Science Building during the Academic Year to improve brand awareness and meet students.
- Career Fairs: Biannual, one in the Fall (September) and one in the Spring (February). Cost involved.
- Events & Presentations: We will work with you to create an event that meets your needs and targets the students you are seeking. May include formats such as workshops, information sessions, knowledge shares, presentations, panels, meet and greets/networking.
- Recruiting Strategies and Attracting Qualified Students: We can help you figure out how to successfully recruit at UCCS in the College of Engineering and Applied Science.

We DO NOT offer the following services:

- Paper job postings and physical job board. All postings will be directed to our online job board (Handshake).
- Student placement services: we do not place students into internships or jobs.
- Legal hiring advice or support. Your HR department should be able to provide you with legal hiring requirements.

### Non-Discrimination

The University prohibits unlawful discrimination and harassment based on protected class, and related misconduct. The University defines “protected classes” to include the following race, color, national

origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, marital status, political affiliation, or political philosophy.

### *Inclusive Diversity*

We value inclusive diversity and provide an open, safe, and supportive campus environment based on mutual respect, engagement, and learning for everyone including those from the full spectrum of backgrounds, social identities, abilities, cultures, perspectives, and university roles. We expect that our employers also value inclusive diversity and create an open, safe, and supportive environment for their employees.

### *Job and Internship Postings*

The College of Engineering and Applied Science Career Office offers students Handshake, an online job portal to explore local, national and international job and internship opportunities available to College of Engineering and Applied Science Career Office students. All businesses and organizations have been screened and verified by the Career Development Center and the Better Business Bureau of Southern Colorado.

### *Unpaid Internships*

We follow [NACE guidelines](#) on unpaid internships. Unpaid internships are a barrier to achieving equity and opportunity for all college students.

### *Employment/Internship Offers and Offer Deadlines*

Employers making an employment/internship offer to a College of Engineering and Applied Science student should make the offer through writing and directly send it to the student. With guidance from [NACE](#), the College of Engineering and Applied Science Career Office recommends that employers give candidates time to contemplate an offer, such as a one-week time frame. Additionally, we recommend that employers be open to reasonable requests for additional time to contemplate an offer.

### *Rescinding or Deferring Employment*

Employers needing to rescind an offer for or defer employment should carefully review the guidelines and follow the NACE recommendations within their [Position Statement on Rescinded and Deferred Employment Offers](#).

### *Financial Investment*

We will not post any job or position that requires a financial investment from our students or alumni. Your postings should not require any employment fees or purchase requirements. Examples include opportunities that require the purchase of supplies or training kits, fee-based placements or training, etc.

### *Multi-Level or Network Marketing Organizations*

We will not post any Multi-Level or Network Marketing Organizations and Franchise Opportunities from our students or alumni. Such as sponsoring an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.

### *Confidentiality*

Employers will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records and reports, and computer databases. The College of Engineering and Applied Science Career Office will not disclose student information to another organization without the prior written consent of the student accordance with the [Family Educational Rights and Privacy Act](#).

### Cancelation

Once you have completed the registration form, our cancellation policy is in effect. The following cancellation policy applies: Cancellation requests in writing received 30 days prior to the event date will receive a full refund. There are no refunds for cancellation requests made less than 30 days prior to the event date, including for no shows. All requests should be submitted in writing to [mmrkonji@uccs.edu](mailto:mmrkonji@uccs.edu).

### Inclement Weather

In case of inclement weather, please call 719-255-3045. If the university is operating on a regular academic/work schedule the event will be held as scheduled. Therefore, no requests for release of obligation or refund will be granted. In the rare circumstance that the university is closed (i.e., classes are cancelled), the event will be cancelled, and every attempt will be made to reschedule or refund issued for the event registration.

### No Show

Organizations that do not check in by the event start time on the day of the event will be considered a “no show.” Your spot may be reassigned, and the organization will be billed for the event. We cannot “roll over” the registration to another event or refund the fee.

### Alcohol

The College of Engineering and Applied Science Career Office adheres to the NACE policy, which states that serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activities, including all student engagement events, will be alcohol-free.

### Marijuana and Cannabis

The College of Engineering and Applied Science Career Office will not accept positions related to the use or distribution of recreational or medical marijuana. As the use of marijuana is illegal at the federal level and UCCS receives federal funds, we must comply with federal law. In addition, the use of marijuana violates the Drug-Free Schools and Campuses Act and continues to be banned on campus.

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