Employer Recruiting Agreement

Please read this agreement carefully before initialing in the text box in your ECAC Contact profile. By creating a contact account, you agree to adhere to the following policies:

Recruiting Policies and Guidelines
By creating an account and logging in to our online recruiting system (CSO) or the HireUTexas job board, you acknowledge that you have read and understand all policies outlined in this recruiting agreement and on the Engineering Career Assistance Center (ECAC) website. You also agree to abide by the policies and rules/guidelines set by The University of Texas at Austin, and the National Association of College and Employers (NACE).

ECAC System
You will receive login information, via email, for the CSO system upon review and determination that you are a legitimate engineering or business firm. The login information you receive can be shared only with employees in your organization. You confirm that you will only use the system to access information on behalf of your current employer you currently work for. Using the system to recruit for organizations that are not registered with ECAC may result in revocation of your system privileges.

Third Party Recruiters
Third party recruiters are staffing agencies, search firms, and any organization that recruits on behalf of another employer. Third party recruiters may not participate in campus events such as interviews, information sessions, or career fairs, and they may not have access to our resume database. Third party recruiters are welcome to post appropriate jobs to the CSO and HireUTexas job boards.

Referrals
ECAC understands that recruiters and alumni may have long-standing and close professional relationships with faculty and other professionals in the Cockrell School of Engineering. Although it may seem more convenient to go outside of the career center for student referrals, employers may be putting themselves, faculty and staff, and the university in legal jeopardy by doing so. Please review the NACE Faculty Guide to Ethical and Legal Standards in Student Hiring to find out why.

Campus interviews
Interviews occur during the fall and spring semesters. There are no campus interviews during the summer. Employers can make preselect interview reservations up to one year in advance. We begin taking next fall’s interview reservations on the first day of this fall’s career fair. We start taking next spring’s interview reservations on the day of this spring’s career fair. Interview dates are advertised on our Interview Calendars, published both on the ECAC website (http://www.engr.utexas.edu/ecac/recruit/options) and in our CSO Resource Library.

Please be aware that for preselect schedules, we do not adjust resume submission periods or selections deadlines. This is a firm policy.
On-campus reservations can be made by emailing hireutengineers@engr.utexas.edu. Interview requests are processed on a first-come, first-served basis. All inquiries are date/time stamped and processed in the order in which they were received.

**Interview Cancellation Policy (for employers)**
While we do not have an official policy for cancellations, we appreciate as much notice as possible if you have to cancel your interviews. If you have to cancel interviews, we ask that you notify the students who submitted resumes for your jobs and/or were selected for interviews to explain why you are cancelling. If an emergency occurs, and you have to cancel same day, ECAC will contact students immediately, but employers are also responsible for following up with those students to make other arrangements for interviews or explain the cancellation.

**Scheduling Issues**
For preselect schedules, all interview timeslot adjustments must be requested before selections are submitted. **We cannot add students to your selections or schedules after the selections deadline has passed.** Please review your schedules carefully and contact us immediately to request changes to your schedules. Due to the heavy workload during the long semesters, ECAC staff cannot help reschedule students after the electronic schedule has been finalized.

**Information Sessions**
Information sessions can be held Sunday – Thursday evenings. Dean’s office rules prohibit us from starting weekday information sessions earlier than 6:30 pm. We do not encourage students to leave class early or skip academic events to attend information sessions. Sunday information sessions can begin earlier than 6:30 pm. **Information sessions in the Cockrell School of Engineering are not mandatory and should not be advertised as such by employers.** We do not require students to RSVP for information sessions.

We cannot guarantee attendance for information sessions that are not tied to campus interviews.

ECAC reserves general purpose classrooms for information sessions. ECAC does not use conference rooms or auditoriums for information sessions, and cannot sponsor use of rooms that are for academic departments only.

Information sessions are advertised through our online recruiting system. We do not send out email blasts about specific information sessions for individual employers. We do not advertise off-campus information sessions, tailgates, or events that involve alcohol.

**No Alcohol During Recruiting Policy**
NACE's Principles for Professional Conduct says that serving alcohol to job candidates is inappropriate and inadvisable. This is intended to demonstrate the Engineering Career Assistance Center's support of the "No Alcohol in Campus Recruiting" policy.

The principle states, "serving alcohol should not be part of the recruitment process on or off campus including receptions, dinners, company tours, etc." Having an open bar, a paid bar, or holding a recruiting event in a bar is inappropriate. Given the problem of alcohol abuse on college campuses, serving alcohol at a reception or dinner sends the wrong message. Further, many college students are younger than the state's drinking age (21), and many college campuses now have a zero-alcohol-tolerance policy in effect. Therefore, serving alcohol could be in violation of a state's law and a school's policy.
Job Postings
Job postings, whether for on-campus interviews or our CSO and HireUTexas job boards, must meet the posting guidelines set by the Engineering Career Assistance Center, The University of Texas at Austin, and the federal government.

All positions must be salaried positions. ECAC will not approve any unpaid positions, including unpaid internships. **We will not approve jobs that are paid in company equity or stipends.**

ECAC does not advertise part-time, or temporary projects. You may post part-time and temporary projects to HireUTexas and Hire A Longhorn.

All jobs must be professional and appropriate to engineering degrees. Full-time positions that require high school diplomas as the minimum education requirement will not be approved.

ECAC is not allowed to approve any jobs that require U.S. Citizenship or Permanent Resident status unless the legal reason for the citizenship requirement is also stated in the job description as required by the Department of Justice.

Job Offers
ECAC follows the guidelines from the National Association of Colleges and Employers (NACE) for reasonable offer deadlines (http://www.nacweb.org/knowledge/principles/reasonable-offer.aspx) and expects our employers to follow them as well. In the guidelines, the Principles for Professional Conducts Committee states:

“Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information.”

Please make time to review the reasonable offer guidelines and contact our office if you have questions.

Solicitation Policy
The University of Texas System Board of Regent Rules prohibits solicitation on The University of Texas at Austin (UT Austin) campus. Employers **may not:**

- set up tables or congregate in any public space on the UT Austin campus including any property, street, sidewalk, building structure or facility owned by the UT System. Please be aware that the Engineering Career Assistance Center **will not** sponsor any activities outside our normal recruiting events (on-campus interviews, career fairs, information sessions) or outside our interview facility.
- hire students as **campus or brand ambassadors.** Employers who hire students to market or register students for company services are violating UT System rules. Additionally, students may not work with the career center to coordinate events or schedule interviews on behalf of employers. The career center will only work with full-time, permanent employees to schedule campus visits. Students are not allowed to work as recruiting agents on behalf of a company.
- hang recruiting posters, signs or flyers without the consent of the Engineering Career Assistance Center. Please email your advertisements to hireutengineers@engr.utexas.edu for approval and distribution.