

Employer Recruiting Agreement

Please read this agreement carefully. 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, 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 \(NACE\)](#). The Engineering Career Assistance Center reserves the right to terminate an employer account and recruiting privileges for misrepresented employment opportunities, the violation of ECAC and UT Austin policies and procedures, NACE Principles for Professional Practice, and all federal and state employment laws.

ECAC System

You will receive login information, via email, for the ECAC system upon review and determination that you are a legitimate engineering or business firm. ECAC thoroughly researches each employer who requests access to our online recruiting system. ECAC will not approve accounts for employers/staffing agencies/3rd party recruiters whose headquarters, offices or job sites have a residential address or appear to be located in a private home. If you are approved access to the online system, you can share login information only with employees in your organization. You confirm that you will only use the system to access information on behalf of your current employer. **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 ECAC job board.

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/student-life/career-services/info-for-employers/on-campus-recruiting>) and in our ECAC system's Document Library.

Please be aware that for preselect schedules, we do not adjust resume submission periods or selections deadlines. This is a firm policy. If an employer cannot meet their selections deadline they have the option to convert their schedule to room-only and contact students directly to schedule, or they may change their interviews to a later date.

On-campus reservations can be requested by emailing hireutengineers@engr.utexas.edu or online through the ECAC recruiting system. Interview requests are processed on a first-come, first-served basis.

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 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 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 to students.** We do not require students to RSVP for information sessions.

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.

Job Postings

Job postings, whether for on-campus interviews or our ECAC and HireUTexas job boards, must meet the posting guidelines set by the Engineering Career Assistance Center, [The University of Texas at Austin](http://www.utexas.edu), and the [federal government](http://www.federalgovernment.gov).

All positions must be salaried positions. ECAC will not approve unpaid positions, including unpaid internships. **We will not approve jobs that are paid in company equity. Jobs that pay stipends will be considered on a case by case basis.**

ECAC does not advertise temporary projects. You may post 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 or associates degrees as the minimum education requirement will not be approved.**

ECAC is not allowed to approve 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 Offer Deadline Policy

Employers must give students until **October 15 or two weeks** after a return offer is made, **whichever is later**. For new job offers made before October 1, employers must give students until **October 15 or four weeks from the offer date**, whichever is later. For new job offers made October 1 or later, employers must give students until **October 31 or two weeks from the offer date, whichever is later**. ECAC will alert students about employers that do not follow this policy. Students who are not given sufficient time to make a decision may rescind their acceptance without penalty.

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.
- students and student organizations may not work on behalf of employers, to coordinate recruiting events or schedule interviews. Student organizations are not allowed to host, or co-sponsor, information sessions or any other recruiting events. Students are not allowed to work as recruiting agents on behalf of a company. The career center will only work with full-time, permanent employer representatives to schedule campus visits and information sessions.
- 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.

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.