



# CSEL Employer Terms and Conditions

University of Central Florida (UCF) Career Services and Experiential Learning terms and conditions are preconditions for recruiting at UCF, with the sole consequence for noncompliance being revocation of permission to recruit at UCF.

UCF strives for open access and connections between students and employers. However, UCF reserves the right to accept or decline any job posting or recruiting organization (Employer) based upon internal criteria. Additionally, UCF may deny or remove access rights for organizations that do not meet the criteria listed below.

UCF Career Services (CS) and UCF Experiential Learning (EL) offer employers the opportunity to post openings for internships and jobs, to manage on-campus recruiting, and to register for Career Services events and Experiential Learning events via Handshake. By utilizing Handshake to recruit at UCF, your organization is agreeing to the below:

1. UCF Career Services and Experiential Learning reserve the right to deny access and participation to any employer for any event or activity. This includes, but is not limited to:
  - a. On-campus, off-campus or virtual recruiting events
  - b. Career expos and internship fairs
  - c. Informational sessions/Tabling
  - d. Job Shadow Program
  - e. Access to Handshake
  
2. All job postings and events are reviewed and approved at the discretion of UCF Career Services and/or Experiential Learning leadership. The following could cause a Job Posting and/or Event to be declined in Handshake:
  - a. Non-compliant with [Equal Employment Opportunity Commission \(EEOC\) standards](#).
  - b. Appear to discriminate against applicants on the basis of age, disability, equal pay/compensation, genetic information, national origin, pregnancy, race/color, religion, sex, sexual orientation, gender identity, gender expression, veteran status, marital status etc.
  - c. Require any form of monetary commitment from applicant(s) prior to, during, and/or after employment.
  - d. Associated with private individual and/or residence (e.g. babysitting, gardening, driving, house cleaning, tutoring, moving, painting, maintenance, elder care, etc.).
  - e. 1099 or independent contractor.
  - f. Multi-level marketing or franchise. However, salaried, hourly or stipend job posting for the corporate division of these employers are permitted.
  - g. Compensation only by straight commission (without a base salary), and/or draw. Note: compensation structure should be clearly disclosed to applicants in the posting and hourly positions must meet minimum wage requirements. If further training and/or licensure is to be paid by the applicant, this should be clearly disclosed, including repayment terms, if applicable.

UCF CSEL reserves the right to decline access to Handshake for any employer that advertises an opportunity containing the aforementioned items. This includes advertisements via job postings, events, individual or mass student messaging, etc.

2. Employers will reasonably address complaints regarding workplace conditions made by students or alumni.
  - a. Employers will provide information to CS or EL regarding student or alum complaints. CS or EL will provide guidance to employer in addressing such complaints.
3. Employers will reasonably address concerns regarding student or alum behavior or performance.
  - a. Employer should provide information regarding concerns with student/alum behavior or performance to CS or EL. CS or EL will provide guidance to employer in addressing such concerns.
4. Employers will not look to UCF for any costs associated with a posting and/or the employer's participation in UCF programs. This includes any expenses associated with a workplace injury, claims against the employer due to the actions of the applicant, or with regard to any claims, actions or damages arising out of the conduct of employer or employer's agents, employees, or representatives.
5. Employers and vendors are not allowed to take photos of UCF-sponsored events without prior, proper written consent.

UCF Experiential Learning is a central department that manages internships, service learning, and various experiential learning programs for all students for the purpose of gaining practical experience by applying theory to real-world work environments and pursuing academic learning outcomes:

Employers will notify EL when a UCF student is selected for such an Experiential Learning opportunity.

1. Employer will provide proper supervision to co-op and internship students. Employer will provide students an orientation both to the work environment and Employer policies and procedures.
2. Employer offering remote/virtual internships must follow the guidelines provided in the Statement of Understanding for Remote (Virtual) Internships [see Page 15].
3. Employer will offer co-op and internship students meaningful and responsible work assignments related to their major fields of study.
4. Employer will, whether the student position is paid or unpaid, abide by the [Fair Labor Standards Act](#).
5. Employer will support the student's commitment to fulfill the academic requirements of the co-op or internship course in which they are registered each work term (i.e. written learning objectives, semester reports, student evaluations, visits with Experiential Learning Faculty Coordinators).
6. Employer will complete a supervisor/employer evaluation provided by EL of co-op and/or internship students toward the end of each semester.
7. Employer will refrain from offering permanent employment to co-op or internship students that would inhibit the student from completing their current degree requirements.

The University of Central Florida Career Services and Experiential Learning departments abide by the [NACE Principles for Professional Practice](#). By participating in UCF events/services, an Employer agrees that they will adhere to applicable federal and state [Equal Employment Opportunity Commission \(EEOC\) standards](#), regulations, standards and guidelines as well as the appropriate principles set forth by NACE.