



Employer Recruiting Guide



Career Services

UNIVERSITY OF CENTRAL FLORIDA



**Experiential
Learning**

UNIVERSITY OF CENTRAL FLORIDA

CSEL adheres to these policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time.

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Introduction

Career Services and Experiential Learning (CSEL) at the University of Central Florida (UCF) provides a comprehensive, centralized career counseling, job and internship search assistance service for UCF students and alumni. Career Services assists students and alumni in making informed career decisions, gaining employability skills, obtaining career related experiences, and preparing for a successful job search. CSEL has enacted several policies which govern employers who wish to recruit at UCF.

Experiential Learning (EL) provides students with the opportunity to apply what they are learning in the classroom to real-world settings through experiences such as internships, co-ops, and service-learning.

Any questions about these policies should be directed to a member of the Career Services Employer Relations unit at (407) 823-3424 or Experiential Learning at (407) 823-5000.

Program Administration and Services

The Director of the Employer Relations and Recruitment Program, under the supervision of the Career Services Executive Director, is responsible for the daily management and administration of the Employer Relations unit. Services include employer outreach, job development, job listing services, on campus interviews, candidate resume and employer databases, job fairs and graduate school fairs, coordination of special career events, and consultation with employers regarding on campus recruitment strategies.

The Associate Director of Experiential Learning and Faculty Coordinators, under the supervision of the Experiential Learning Director, is responsible for the daily management and administration of Experiential Learning functions such as: internship development, instructing experiential learning courses, advising students, coordination of internship events and consultation with employers regarding internship program development.

Student/Alumni Eligibility

Students currently enrolled at UCF are eligible to use services offered by Career Services and Experiential Learning and recruitment services. Alumni are invited to attend events, workshops, career and internship fairs, and utilize Handshake.

Student/Alumni Expectations

Students and alumni are expected to be familiar with and adhere to CSEL policies and procedures. Students and alumni are expected to provide accurate information on resume, and profile data entered in Handshake. Students and alumni are expected to interview only with employers with whom they are genuinely interested, and once they have accepted an offer for professional employment and/or internship, are encouraged to notify Career Services and/or Experiential Learning of their acceptance. CSEL reserves the right to refuse service to any student and/or alumni who falsify information, behave in an unethical or disruptive manner, and/or knowingly violate CSEL policies.

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. Prior to receiving full access to Handshake, or other programs and services offered through CS and EL, you must indicate that you have read, understood, and agree to terms and conditions of the agreement outlined 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. , regulations, standards and guidelines as well as the appropriate principles set forth by NACE.

CSEL Handshake Click-Through Message

Thank you for your interest in recruiting at the University of Central Florida (UCF). Our Career Services and Experiential Learning (CSEL) team has determined that your organization meets our vetting criteria and your Handshake account has been **approved**.

By utilizing Handshake to recruit at UCF, your organization is agreeing to the [\(CSEL\) Joint Terms and Conditions](#) [see page 2].

For a comprehensive guide to our policies and procedures, please refer to our [Employer Recruiting Guide](#).

For questions regarding internships and co-ops, please contact Experiential Learning at oel@ucf.edu

For questions regarding full-time and part-time jobs, please contact Career Services at csrecruit@ucf.edu

Handshake Usage Policies

[Handshake](#) is intended to provide UCF students and alumni with information about current opportunities (paid full-time or part-time positions, internships, fellowships, experiential learning, and co-ops). Employers seeking candidates are eligible to register on Handshake to post positions, review resumes, participate in fairs and expos, and request on campus and/or virtual information sessions, workshops, events, and interviews.

Listing of an employer and/or vacancy on Handshake does not indicate an endorsement and/or recommendation by the University of Central Florida, Career Services nor Experiential Learning.

All employer registrations (requests to connect to UCF) and Job (full-time, part-time, co-op, internship, fellowship, experiential learning, and volunteer) postings remain in Handshake's "pending" status until reviewed and approved by a member of the Career Services or Experiential Learning team.

Employer Listing Policies

When requesting access to the University of Central Florida (UCF) on Handshake, employers will be expected to provide the following information:

1. Registered and active business license in the United States or its territories
2. First name
3. Last name
4. Valid business address
5. Valid telephone number
6. Valid and legitimate website
7. Valid business email address (must match company URL domain)

The following employers and/or industries are prohibited from using Handshake or UCF CSEL services:

1. Third Party Resale
2. Franchisor

3. Multi-level Marketing (MLM)
4. Investors
5. Cannabis industry. We acknowledge that the state of Florida has created a pathway for the legal operation of businesses engaged in the production and distribution of marijuana for medicinal purposes, however neither Career Services nor Experiential Learning at UCF will approve postings in this industry. This may include organizations that conduct business with companies within the cannabis industry.
6. Adult entertainment industry

Please note:

- Firearm employers must provide proof of federal license
- Law offices must have a license in good standing

CSEL reserves the right to approve and/or decline employers who do not meet our criteria.

Employers are expected to maintain confidentiality of student/alumni information and resumes. Usage of Handshake for other than legitimate recruitment purposes will result in declined status on Handshake and blocked from participation in any CSEL related service.

Job Posting Policies

Eligible employers who have been granted active access to Handshake may enter and manage their own job postings.

Posting a Job

Job Postings (*full-time, part-time, co-op, internship, fellowship, experiential learning, and volunteer*) are approved at the discretion of UCF Career Services and/or Experiential Learning leadership. All job postings should have a detailed description, as opposed to a general organization announcement.

- Only vacant job type posting may be advertised on Handshake.
 - When posting career fairs or other career-related event(s) as a job posting it is also encouraged to advertise the posting as an event within Handshake. Career Fairs or other career-related events should be advertised as an event within Handshake.
 - Conference and/or Professional seminars paid entirely by the employer may be posted and labeled under the “Experiential Learning” category.
- Job Type should list the position title, detailed description, work location(s), required qualifications, and pay structure (include salary compensation, hourly rate, or salary range when possible). Employer contact information is required (option to show only to Career Services available).
- Each employer should determine their recruitment needs and manage their posting timeframe. Consultation is available upon request.

The following Job Postings will not be approved:

1. Non-compliant with [Equal Employment Opportunity Commission \(EEOC\) standards](#).

2. 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.
3. Require any form of monetary commitment from applicant(s) prior to, during, and/or after employment.
4. Associated with private individual and/or residence (e.g. babysitting, gardening, driving, house cleaning, tutoring, moving, painting, maintenance, elder care, etc.).
5. 1099 or independent contractor.
6. Multi-level marketing or franchise. However, salaried, hourly or stipend job posting for the corporate division of these employers are permitted.
7. 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.
8. Clear disclosure of further training and/or licensure if it is to be paid by the applicant, including repayment terms, if applicable.
9. We acknowledge that the state of Florida has created a pathway for the legal operation of businesses engaged in the production and distribution of marijuana for medicinal purposes, however, neither Career Services nor Experiential Learning will approve companies nor jobs in this industry.

Employers who access resumes for other than legitimate recruitment purposes will be blocked from further use of Handshake services.

Right to Refuse: Career Services and Experiential Learning reserve the right to edit or refuse job postings.

On Campus and Virtual Recruiting Policies

On campus recruiting provides an opportunity for employers to connect with a diverse, highly qualified, and talented student population. Recruiting on campus creates connections with our students, alumni, student organizations, faculty, and administrators while increasing the employer's image, brand, and visibility.

UCF CSEL uses Handshake to coordinate reservations for all recruiting activities. Students submit resumes, and sign up for events, workshops and interviews on Handshake. The schedule details are finalized by the employer.

Employer Eligibility

To be eligible, an employer must be an equal opportunity employer and adhere to the National Association of Colleges and Employers (NACE) ethical and legal standards of recruitment ([see Principles for Professional Practice](#)), as well as have met all the requirements to have an approved account on Handshake. If the employer is recruiting for more than one organization, a separate account must be established.

Equal Employment Opportunity Commission Guidelines

Employers who recruit at UCF must adhere to the [Equal Employment Opportunity Commission \(EEOC\) standards](#).

Religious Organization Exception: Under Title VII, religious organizations are permitted to give employment preference to members of their own religion. The exception applies only to those institutions whose “purpose and character are primarily religious.” Factors to consider that would indicate whether an entity is religious include: whether its articles of incorporation state a religious purpose; whether its day-to-day operations are religious (e.g., are the services the entity performs, the product it produces, or the educational curriculum it provides directed toward propagation of the religion?); whether it is not-for-profit; and whether it affiliated with, or supported by, a church or other religious organization.

NACE Principles and Guidelines

Employers recruiting at UCF are expected to adhere to the [NACE Principles for Professional Practice](#).

Employers conducting recruitment activities involving student organizations or academic departments, are encouraged provide details to CSEL. Activities should be conducted in accordance with NACE Principles for Professional Practice guidelines and laws as well as UCF Policies. This includes the UCF Alcohol Policy, which states that serving alcohol should not be part of any recruitment process or event, either on-or-off-campus.

The University of Central Florida reserves the right to terminate its relationship with any employer or their representative(s) who fails to abide by standards outlined in the NACE Principles for Professional Practice, behaves in an unethical or unprofessional manner, uses candidate data for purposes other than for employment consideration, or uses intimidation, discrimination or harassment towards any candidate or University staff member during the recruitment process.

Job Offer Guidelines

UCF Career Services and Experiential Learning encourages employers to allow students a reasonable amount of time to make a thoughtful employment/internship decision. Experience shows the best employment/ internship decisions for both students and employers are those that are made without pressure and with the greatest amount of information and transparency. Students given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job/internship acceptances.

a) Exploding Offers Guidelines:

Exploding job/internship offers are those that are withdrawn if not accepted in a very short timeframe. UCF Career Services and Experiential Learning discourages this practice and students should not be pressured to accept offers under such circumstances.

b) Reneging Guidelines:

UCF Career Services and Experiential Learning discourages students from continuing their job/ internship search or considering other employment/internship opportunities once an offer has been accepted. Students are encouraged to contact employers well before the offer deadline if they have any questions or concerns about their offers, including needing more time to make

their decisions. UCF Career Services and Experiential Learning is available to assist students in navigating multiple job/internship offers from employers.

Employer Presentation and Information Session Guidelines

To schedule an employer presentation, it is suggested to contact Career Services or Experiential Learning at least six weeks in advance. While CSEL may be able to accommodate requests for presentations, space is not guaranteed. All room reservations should be requested and confirmed through Handshake. If audiovisual equipment is needed, please submit the request through Handshake within your reservation and if equipment is available, CSEL will confirm with you.

Presentations and information sessions held in CSEL conference rooms and workshop rooms should end by 6:00 pm. Employers wishing to hold sessions outside this time frame *may* be assisted in finding an alternate location on campus, however, alternate space is not guaranteed.

CSEL facilities are to be used solely to speak with students and alumni from the University of Central Florida. Exceptions to this policy must be requested of the Executive Director of Career Services in advance. CSEL reserves the right to request contact information of the interviewees and interviewers.

Catering information is available through the university's campus dining services, (Aramark, 407- 823-2494 or <http://www.campusdish.com/en-US/CSS/UnivCentralFlorida>).

Virtual Room Guidelines

Our virtual recruiting interview rooms offer employers the opportunity to connect with University of Central Florida applicants remotely. The rooms are equipped with technology such as Skype, Google Hangouts, and Zoom. All room reservations should be requested and confirmed through Handshake. Please indicate your room preference in the notes section.

Career Expo and Internship Fair Policies

Information for Career Services Career Expo

Employers must register for career fairs and submit payment by the registration deadline. Please refer to Handshake for registration fees and deadline.

- While late registration requests may be accommodated, employer and contact information may not appear in printed materials. If the registration deadline is passed, companies may contact Career Services Events (csevents@ucf.edu) for assistance.
- The contact listed within the career fair registration will receive a confirmation email with further details. It is the responsibility of the fair registrant to distribute registration confirmation to the person who will represent the employer the day of the event.
 - Registrations will be processed in the order in which they are received.
- Each employer will be assigned a six-foot table, two chairs, and signage with the employer name as it appears in the event registration on Handshake. Career Services staff determines the table layout based upon several factors including the number of companies registered and level of sponsorship.
- Representatives may bring displays, banners, literature, product samples and/or giveaways to promote the employer. Sales and/or product promotions may not be conducted during the fair/expo and food items other than candy or small sealed items may not be distributed.

- Companies requiring electrical power or other specific accommodations should make the request at least four weeks prior to the event to discuss availability, booking, charges, and/or temporary installation.
- Career Services reserves the right to prohibit the use and/or distribution of inappropriate displays and materials.

Information for Experiential Learning Internship Fair Registration & Confirmation

- Registration for the event is completed through our Career Management System, Handshake.
- When completing your registration form, employers should be accurate in indicating the majors for which they are interested in recruiting. Experiential Learning publicizes this information to students and we depend on the accuracy of your registration form.
- The Event Manager reviews all registrations for approval. Once the registration is approved, employers receive an email confirmation, which includes parking, display, and shipping information as well as an attached invoice.

Registration

Employers must register for internship fairs and submit payment by the registration deadline. Please refer to Handshake for registration fees and deadline.

Registration Includes:

- Standard and Tax Exempt Registrations: One 6ft x 30 in. table for three representatives
- Non-Profit and UCF Department/Institute Registration: One 6ft x 30 in. table for two representatives
- Breakfast and Lunch for representatives
- Wi-Fi
- Parking
- Inclusion in career fair guide
- Online promotion of employer and positions listed

Payments

- Registrations are approved within 2 business days of submission. However, this does not guarantee an organization's participation in the event. Once payment is received, Experiential Learning will reserve space as per the registration.
- Registration payment must be made in full prior to the event. Payment for this event must be made via credit card 3 weeks prior to the event.
- Employers, who register after the payment deadline, are required to pay the registration fee within two (2) business days of being approved/invoiced.
- Failure to pay the registration fee by the deadline will result in the registration being cancelled.

Cancellation/Refund & No Show

- Registrations canceled at any time are subject to a processing fee. Registrations cancelled after the payment deadline (3 weeks prior to the event) will not be refunded. All cancellation requests must be submitted in writing to the Event Manager.
- If an employer registers and pays but does not attend the event, registration fees WILL NOT be credited toward a future Experiential Learning event.

Booth/Display & Shipping

- Employers are allowed a maximum of 4 representatives per table. Employers requiring more than 4 representatives must purchase an additional table.
- Displays must fit within the 6ft x 30 in. table dimensions. This includes elements of the display that may extend beyond the prescribed space limitations. If more space or reps are needed, companies must purchase an additional table(s).
- Employers may ship materials for use at the fair. Materials should be shipped to:
 - University of Central Florida
 - Experiential Learning
 - CSEL Building 140, Suite 300
 - Attention: Internship Fair (Employer Name)
 - Orlando, FL 32816-1500
 - Telephone: (407) 823-5000
- All displays and materials should be clearly marked with the employer name and event. Employers should refer to their email confirmation for the appropriate dates for shipping. Experiential Learning is not responsible for items shipped prior to the designated shipping dates.
- At the end of the event, employers are responsible for disposing of any materials that will not be shipped elsewhere. Experiential Learning will provide packing supplies (tape, scissors) and arrange for UPS & FedEx pick-ups at the end of the event. Employers choosing to use any other carrier, should make those arrangements.

Third Party, Temporary Employment Agency, and Search Firm Policies

According to the National Association of Colleges and Employers (NACE), Third Party Employers (TPES) are defined as agencies, employers, or individuals recruiting candidates for temporary, part-time, or full-time employment, internship, and co-op opportunities for other organizations as well as their own organization's internal hiring needs. Third Party Employers include, but are not limited to: employment agencies, temporary agencies, and search firms.

Policy Guidelines for Third Party, Temporary Employment Agency, and Search Firm

Third Party Employers wishing to post a job or internship on Handshake and/or participate in career fairs, internship fairs or other events must adhere to the following:

1. All postings must clearly list the name of the client you are representing in the job description. Positions without the client name will not be approved on Handshake. Postings should follow the format below:
 - a. This position is with [HIRING EMPLOYER NAME] at their office located in [LOCATION (city/state)].
 - b. [3RD PARTY AGENCY NAME], is a 3rd party recruiting firm that works closely with [HIRING EMPLOYER NAME], with full authority to seek out applicants for their company.
 - c. Prospective applicants would speak with, interview, and then have their resumes sent to the appropriate managers at [HIRING EMPLOYER NAME]. The applicant would not apply to the position directly.

- d. [3RD PARTY STAFF NAME] will set up interview and guide the applicant through the process. No fees will be exchanged for this service and the applicant is in full control of the recruiting process.
2. State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. UCF will not post any opportunities which require students to pay fees.
3. No direct referrals of candidates will be made to Third Party Employers by UCF Career Services and Experiential Learning (CSEL).
4. Third Party Employers may recruit only for clients they represent. Candidates' names and/or resumes obtained for job/internship openings may not be used for subsequent job/internship openings nor for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
5. Third Party Employers and their clients must agree that they may not forward UCF students' resumes to any other party without the student/applicant's written consent. Failure to comply with this is a violation of the [Family Education Rights and Privacy Act of 1974 \(FERPA\)](#).
6. All postings listed on Handshake must be filled according to strict Affirmative Action/[Equal Employment Opportunity Commission \(EEOC\) standards](#).
7. For career fair and internship fair participation: state in the organization description that you are a third party or temporary employment agency and indicate the client(s) for whom you are recruiting at the event.
8. Third Party Employers must provide verification that the agency has an employer whom it is working with and a job/internship to fill, when requested to do so by UCF CSEL.
9. Third Party Employers must have a signed Third Party Statement of Understanding on file with Career Services and Experiential Learning before posting employment and/or internship opportunities or using CSEL facilities.

Upon receipt of your Statement of Understanding, CSEL staff will review your Handshake account.

CSEL adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time. UCF reserves the right to decline an employer account for violation of CSEL policies.

Startup Recruiting Policies

CSEL has established the following criteria for identifying appropriate startup opportunities for our applicants. All startup employers are required to have and provide the following:

- A valid, current, and verifiable business license and tax id, federal EIN.
- A verifiable employer name, business address, website, email address, and a primary contact.
- Verify the employer is seeking employees not investors or partners.
- Offer positions for pay, not equity, stock, etc.
- Provide clearly defined employer and position descriptions in Handshake. Job postings should include title, and requirements.

Remote/Virtual Recruiting Policies

CSEL has established the following criteria for identifying appropriate remote/virtual opportunities for our students and alumni. All employers are required to have and provide the following:

- first and last name of primary contact
- business address
- telephone number
- website
- business email address (must match the company URL domain)
- job postings: The job description must state within the first line if the role involves work without a physical location.

Home-Based Employers

CSEL defines a Home-Based business as an employer that does not have a physical corporate/business/commercial address and typically operates business out of a residential address and/or commercial shared space.

Home-based employers wishing to recruit at UCF through Career Services and Experiential Learning (CSEL) for full-time or part-time job, internship, or co-op opportunities through Handshake agree to comply with the following policies:

1. Home-based employer must have a Home-Based Employers and Remote (Virtual) Positions Statement of Understanding on file with CSEL, before posting positions on Handshake or using UCF facilities.
2. Employer must have an established, legitimate business or non-profit, as evidenced by considerations such as a registered and active business license, valid business email, business address, website, listed telephone number, and tax ID number.
3. The registered address for business must be a valid physical location in the United States or its territories.
4. Employer will be required to review and accept the UCF CSEL Joint Terms & Conditions and be an approved employer on Handshake by CSEL.
5. Employer agrees that for all positions, the work location will not be inside an individual home and/or residence.
6. Employer must indicate the specific location in the posting and indicate if the applicant(s) will be working remotely or in other public locations (on campus, coffee shops, library etc.) other than the business address. Applicant(s) cannot be required to report to his/her employer/supervisor's private residence.
7. Supervisor should provide supervision on a regular, in-person or virtual basis outside of the business address. Face to face meetings must be held on campus and/or in a public or commercial space.
8. Internships: Supervisors must accompany the student if the position requires private home visit(s) to clients. The visit must be relevant to the internship position and must be clearly indicated in the internship posting.
9. CSEL reserves the right to ask employers to submit additional proof to verify legitimacy of business and/or posting.

Remote (Virtual) Positions Statement of Understanding

Remote/Virtual positions that involve work arrangements that take place away from the primary business address and primarily involve the use of online and cloud-based technologies for conducting assigned work duties (also referred to as telecommuting, work from home, etc.).

Employers offering remote (virtual) full-time/part-time job, internship or co-op opportunities through Handshake agree to comply with the following policies and the following components are required prior to final approval:

1. The word “remote” or “virtual” must be included in the job posting title for example “Virtual Graphic Designer Internship, Remote Accounting Assistant”, etc.
2. The employer must agree to offer positions that meet UCF Career Services, Experiential Learning and the [National Association of Colleges and Employers \(NACE\) guidelines](#).
3. The employer must provide a detailed position description.
4. Internships: The supervisor for the internship must be a discipline expert and must provide the student with regular supervision, mentoring, and feedback as outlined in the NACE internship standards. Please refer to the Statement of Understanding for Remote (Virtual) Internships ([insert link](#)) for additional guidelines.
 - a. Specific learning outcomes and expectations must be clearly outlined in the position description.
 - b. Paid internships are strongly recommended for virtual internships. Unpaid internships must adhere to the [U.S. Department of Labor’s Fair Labor Standards Act](#) regarding Unpaid Internship Programs and must meet university guidelines.
5. Technology Usage and Security: The employer should be aware of security considerations based on information provided and consider confidentiality of information that appl/alumni will be working with on their own hardware and software. UCF is not liable for any potential breach or loss of information. Please refer to the Technology Usage and Security guidelines.
 - a. The employer should provide a virtual space for managing projects, workflow, and saving work product for the student. This could be in the form of Google Docs or any other “cloud” computing software. The student should not save work material to a personal computer/device. This provides the supervisor the ability to monitor assigned tasks/projects.
 - b. The employer hosting a virtual job must provide all the necessary resources (software, hardware, etc.) for the student to perform their tasks. Students must not incur any expenses for the purpose of the internship/job.
 - c. The employer will outline clear expectations of the applicant’s use of personal hardware and software.
 - d. Software products should not violate UCF’s Use of Information Technologies and Resources Policy related to licenses. Software products can only be utilized for educational and relevant skill development purposes.
6. CSEL reserves the right to decline virtual opportunities based on minimum quality standards. The employer must agree to a phone or in-person meeting with CS or EL Staff/Faculty, if required.

Statement of Understanding for Remote (Virtual) Internships

Remote (virtual) positions involve work arrangements that take place away from the primary business address. Remote (virtual) positions involve primarily the use of online and cloud-based technologies for conducting assigned work activities.

Employers posting remote (virtual) full-time/part-time, internship, or co-op opportunities through Handshake agree to the following guidelines:

1. The word “remote” or “virtual” must be included in the job posting title for example “Virtual Graphic Designer Internship, Remote Accounting Assistant”, etc.
2. The employer must agree to offer positions that meet UCF Career Services, Experiential Learning, and [National Association of Colleges and Employers \(NACE\) guidelines](#).
3. The employer must provide a detailed internship description with specific learning outcomes and expectations.
4. The supervisor for the internship must be a discipline expert and must provide the student with regular supervision, mentoring, and feedback as outlined in the [NACE internship standards](#).
5. Paid internships are strongly recommended for virtual internships. Unpaid internships must adhere to the [U.S. Department of Labor’s Fair Labor Standards Act](#) regarding Unpaid Internship Programs and must meet university guidelines.
6. The employer must agree to a phone or in-person meeting with EL Staff/Faculty, if required.
7. CSEL reserves the right to decline virtual opportunities based on minimum quality standards.
8. Technology Usage and Security: The employer should be aware of security considerations based on information provided and consider confidentiality of information that students/alumni will be working with on their own hardware and software. *UCF is not liable for any potential breach or loss of information.*
 - a. The employer should provide a virtual space for managing projects, workflow, and saving work product for the student. This could be in the form of any "cloud" computing software (i.e. Google Drive, OneDrive, Dropbox, etc.). The student should not save work material to a personal computer/device. This provides the supervisor the ability to monitor assigned tasks/projects.
 - b. The employer hosting a virtual internship must provide all necessary resources (software, hardware, etc.) for the student to perform their tasks. Students must not incur any expenses for the purpose of the internship.
 - c. The employer will outline clear expectations of the student’s use of personal hardware (personal computer, personal phone, and personal workspace), and software (Microsoft products, Adobe Suite or other necessary programs).
 - d. Software products should not violate UCF’s Use of Information Technologies and Resources Policy related to licenses. Software products can only be utilized for educational and relevant skill development purposes.
 - e. It will be the employer’s responsibility to remove computer software, hardware and any licenses provided once the student completes the internship.
9. Communication and Supervision
 - a. Internship supervisors should ask students to e-mail a weekly report outlining updates and challenges, progress on tasks/projects assigned, and any questions they may have.
 - b. Weekly reports should include:
 - i. Record of hours worked for the week
 - ii. Assigned tasks/projects

- iii. Completed tasks/projects
- iv. Regular meeting documentation
- c. A scheduled, weekly virtual meeting must be conducted between the supervisor and intern, to provide guidance to the intern through tailored feedback, and to discuss upcoming assignments.
- d. Supervisor requirements:
 - i. The supervisor should be available to help the student during defined work hours.
 - ii. Students should work only when the supervisor is available to the student.
 - iii. Supervisor may need to provide documentation of the above actions to EL.
 - iv. The supervisor or student may have to submit documentation of communication or weekly meetings, if requested by EL Faculty.
 - v. The supervisor should involve the intern in regular operations as much as possible; for example, including them in face-to-face/conference call opportunities such as organization meetings or client visits.

11. Hours and Scheduling

- a. Internship hours and schedules must be arranged in advance, where the student and supervisor agree on the number of hours that will be dedicated to projects per week.
- b. Students may be receiving credit through their department for the internship and may need to complete specific hour requirements, which should be discussed with the student prior to offering the internship (e.g. the minimum hour requirement for a zero credit internship is 100 hours per semester).
- c. Students enrolled in an internship course are required to maintain a weekly record of hours worked on a timesheet, which will need to be approved by the internship supervisor at the end of the semester.
- d. Supervisor must provide reasonable time allotment for any given task or project based on the student's learning curve, as the student may not yet have developed expertise in the subject matter. This will avoid conflict related to expectations and actual hours logged.

12. Evaluations

- a. It is recommended that evaluation standards are identified and communicated to the student at the start of the internship. Evaluation criteria should be specific to the position assignments.
- b. Supervisor should provide ongoing feedback to the student regarding position assignments.
- c. For students enrolled in an internship course, both the supervisor and student are required to complete final evaluations provided by UCF.

UCF reserves the right to decline an employer account or posting for violation of CSEL policies.

Technology Usage and Security

The employer should be aware of security considerations based on information provided and consider confidentiality of information that students/alumni will be working with on their own hardware and software. UCF is not liable for any potential breach or loss of information.

- The employer should provide a virtual space for managing projects, workflow, and saving work product must be available to the student. This could be in the form of Google Docs or any other

“cloud” computing software. The student should not save work material to a personal computer/device. This provides the supervisor the ability to monitor assigned tasks/projects.

- The employer hosting a virtual job must provide all the necessary resources (software, hardware, etc.) in order to perform their tasks. Students must not incur any expenses for the purpose of the internship/job.
- The organization will outline clear expectations of the student’s use of personal hardware (intern’s personal computer, personal phone, and personal workspace), software (Microsoft products, Adobe Suite or other necessary programs).
- Software products should not violate UCF’s Use of Information Technologies and Resources Policy related to licenses. Software products can only be utilized for educational and relevant skill development purposes.
- Computer software, hardware and any licenses need to be removed once student completes the internship.

Cannabis Industry Recruiting Policies

UCF adheres to federal law regarding marijuana. Employers whose primary business is in the cannabis industry are not permitted to post jobs in Handshake.

Although we acknowledge that the state of Florida has created a pathway for the legal operation of businesses engaged in the production and distribution of marijuana for medicinal purposes, neither Career Services nor Experiential Learning will approve companies in this industry to post positions on Handshake. This decision is made with the intent of protecting University of Central Florida from the repercussions of violating federal statutes which expressly forbid the growth, distribution and sale of marijuana and related products. Students accepting positions in this industry do so at their own risk, and these positions, even when described as internships by the employer or students, are not considered internships by UCF.

Political Party Policies

University of Central Florida does not endorse any political candidates, political parties or political organization. Employer approval, job postings and/or the posting of this notice does not constitute an endorsement of this or any other political candidate or organization by UCF.

Resume Policies

Approved employers may access resumes in Handshake once the applicant applies to their posting. Students and alumni using Handshake, with a public profile, know they may be contacted by employers. They are allowed to respectfully decline any interview or application invitation if they are not interested in the position advertised. Not every student at UCF uses Handshake or enables access to a public profile.

Release of Records/Confidentiality

No disclosure of student or alumni information will be provided to academic advisors, employers, psychologists, etc. without prior written consent of the student or alumnus, unless necessitated by health and/or safety considerations. Confidentiality will be maintained, including personal details, written records/reports, and information from computer databases. [FERPA regulations](#).

Handshake Usage Restrictions and Limitations

Handshake is not to be used to sell anything or to look for "clients." Using Handshake for contact mining or a sales pitch is strictly prohibited and anyone using the system for this purpose will be declined access.

Employer Recruiting Guide Term Definitions

These terms have been selected based on terminology utilized in Handshake to allow clear definitions for common user roles and employer types.

Job Posting: An umbrella term for any position type including full-time and part-time jobs, internships, cooperative education, experiential learning, on-campus employment, volunteer, and fellowship opportunities posted in Handshake.

Remote/Virtual: Job postings that involve work arrangements that take place away from the primary business address and primarily involve the use of online and cloud-based technologies for conducting assigned work duties (also referred to as telecommuting, work from home, etc.).

Event: An umbrella term for any activity, in person or virtual, in which the employer participates to include classroom presentations, tabling, information sessions, workshops, mock interviews, speaker/panel, networking, fairs/expos, etc.

Applicant: An umbrella term referring to any UCF student and/or alumni that can be considered a candidate for a job posting including volunteers, interns, employees, experiential learning participants, etc.

Employer: An umbrella term for any entity, organization, company, business, or entrepreneur that seeks to recruit and/or hire applicants in any capacity utilizing Handshake (also includes higher education, schools, non-profits, for-profits, governmental and non-governmental, agencies, corporations, etc.)

Franchisor: A person that grants a license to a third party for the purpose of conducting a business under the franchisor's trademark/brand.

Home-Based: An employer that does not have a physical corporate/business/commercial address and typically operates business out of a residential address and/or commercial shared space.

Multi-level Marketing (MLM): A marketing strategy for the sale of products or services where the revenue of the company is derived from a non-salaried workforce selling the company's products/services, while the earnings of the participants are derived from a pyramid-type or binary compensation commission system (also referred to as pyramid selling, network marketing, referral marketing, etc.).

Startup: A company that is typically in the early stages of its development and may utilize the resources of a business incubator program or coworking space.

Third Party Resale: Involves asking applicants to purchase equipment or inventory for resale.

Investor: A person that allocates capital with the expectation of a future financial return or to gain an advantage. Types of investments can include equity, debt securities, real estate, currency, etc.