



**University of Missouri-Kansas City**  
**Career Services & Bloch Career Center**  
Employer Recruitment Policies | 2021-2022

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## PURPOSE

A primary objective of the University of Missouri-Kansas City (UMKC) Career Services and Bloch Career Center is to support employers in their efforts to recruit and hire UMKC students and alumni. We expect employers to abide by the following guidelines regarding all recruitment activities including on and off-campus events, and our online jobs platform Handshake. Please refer to the detailed guidelines below.

This document sets forth employer recruitment policies at the UMKC Career Services and Bloch Career Center. The purpose of these policies is to:

- Outline employers' access to UMKC's jobs platform (Handshake), and UMKC students and alumni for recruitment and employment purposes.
- Provide clear policies when determining recruitment strategy with current or potential employers.
- Support equitable recruiting practices for employers and responsible decision-making by students and candidates.
- Foster positive and successful connections between employers and students.

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## GENERAL POLICIES

### *Professional Conduct*

UMKC Career Services and the Bloch Career Center adhere to the [Principles of Professional Practice](#) set forth by the [National Association of Colleges and Employers](#) (NACE). Employers who recruit and promote opportunities at UMKC are expected to adhere to these NACE guidelines.

### *Non-Discrimination Policy*

UMKC Career Services and Bloch Career Center adhere to the [Equal Employment Opportunities](#) (EEO) guidelines. Equal Opportunity is and shall be provided for all employees and applicants for employment based on their demonstrated ability and competence without unlawful discrimination based on their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. Photo submission of applicants is prohibited in accordance with EEO standards. Employers recruiting UMKC students, including on-campus and through our virtual job board (Handshake), must comply with EEO standards.

Career Services does not recommend or select candidates for employers. Faculty and staff of UMKC will not recommend nor select candidates for the employer, compliant with EEO guidelines.

[Click here](#) to learn more about UMKC's Statement of Nondiscrimination.

### *Student Confidentiality & Privacy*

Employers must maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases in accordance with the [Family Educational Rights & Privacy Act \(FERPA\)](#). There should be no disclosure of student information to another organization or from UMKC without written consent from the student.

Photos and videos should not be used as part of the selection process. Social security numbers should not be used during the hiring process.

### **Employment Eligibility**

UMKC Career Services and the Bloch Career Center will not screen candidates based on employment eligibility. Employers are encouraged to consult their legal counsel and establish legally permissible internal screening procedures *before* recruiting on-campus. Employers may include employment eligibility information in Handshake job descriptions if the stated requirements include legal, nondiscriminatory language. Career Services reserve the right to modify or remove any non-compliant statements or job listings.

### **Disclaimer**

UMKC Career Services and the Bloch Career Center will make due diligence efforts to vet all employers. Due to the scope and nature of the employer approval process, UMKC Career Services and the Bloch Career Center do not endorse, represent, or guarantee the positions posted on Handshake, bear responsibility for safety, wages, working conditions, or other aspects of employment, or maintain responsibility for students or alumni having the requisite training, work experience, requirements, and/or qualifications. UMKC students and alumni share responsibility with Career Services for:

- Reporting fake or fraudulent employers, and any concerns of discriminatory hiring practices to career services
- Researching and obtaining all relevant and necessary information regarding employers, jobs, internships, and offers of employment

By using career services, students and alumni are holding UMKC harmless from any and all claims which may arise.

### **Right of Refusal**

UMKC Career Services and the Bloch Career Center reserve the right to refuse or suspend services to a company or employer that falls into any of the below categories:

- Violates the National Association of Colleges and Employers (NACE) Principles of Ethical Professional Practice or any Career Services policy
- Deemed inappropriate for the UMKC service population
- Under any legal investigations
- Maintains unresolved complaints with the Better Business Bureau or Missouri Secretary of State
- Accused of discriminatory employment practices
- Receives any complaints of harassment, unsafe working conditions, or any other questionable circumstance
- Participates in any other behavior deemed in violation of these recruiting policies as determined by Career Services staff
- Low employer trust score in Handshake; see *Handshake Trust Score*

Employers whose recruiting privileges have been suspended may be reinstated where a satisfactory resolution as determined by UMKC and the Career Services staff has been reached.

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## **POLICIES FOR HANDSHAKE APPROVALS**

Handshake is the portal through which UMKC students and alumni seeking employment can connect to employers with employment opportunities. Use of Handshake is strictly limited to career-related activities; under no circumstances is the information submitted by students, alumni, and employers to be used for any purpose other than job/applicant seeking activities.

### **Employer Approval**

An employer's Handshake account provides companies a right to access and use the jobs platform to seek candidates for employment.

Employers requesting Handshake approval who meet any of the following criteria may not be approved for use of the platform, and will undergo a higher level of scrutiny as part of the approval process:

- Incomplete profile and/or missing important information such as:
  - Missing or incorrect website link, the website is not fully operational or transparent\*
  - Incomplete address information
  - Insufficient organization description
  - Register with a non-domain email address\*
  - Missing phone number
- Require enrollment fee, startup cost, tuition/course fees, or purchase of inventory for resale
- Practice aggressive sales model as determined by Career Services
- Private individuals or organizations requiring candidates to work out of private premises or residences or offering gig work
- Companies that are headquartered or based outside of the United States
- Career-related opportunities for students and alumni cannot be determined from the employer's website or LinkedIn page
- Staffing agencies, or third-party recruiting companies; see *Third-Party Recruiters*
- Maintain below an 80% trust score on the Handshake platform; see *Handshake Trust Score*

*\*Employers who register without a domain email address or website will be evaluated on a case-by-case basis and are encouraged to use the "Organization Description" section to explain their use of a non-domain email to increase their chances of approval.*

### Handshake Trust Score

Trust Scores are automatically generated by Handshake to help Career Services teams easily view an employer's general activity on the platform and assist with vetting employers during the approval process. Trust scores are calculated based on several factors such as:

- Flagged as fraudulent by schools
- Activity level on the platform
- Approvals and declinations at various schools
- Length of time on the platform
- Profile completeness, including having a valid web address
- Employee email address matching the company domain name

[Click here](#) for resources to improve employer trust score on Handshake.

### Third-Party Recruiters

UMKC Career Services and the Bloch Career Center work with and allows third-party recruiters access to Handshake, and post jobs under limited circumstances. Third-party recruiters will abide by our third-party recruiter guidelines - [click here](#) for third-party recruiter guidelines

### Start-Ups

UMKC Career Services and the Bloch Career Center use the below criteria to identify appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed significantly in their business development process so that they can:

- Provide a company name, business address, website, and email address, and identify a principal as the key contact
- Verify that they are not seeking potential partners or investors
- Confirm that they have obtained the necessary business licenses and tax IDs as well as sufficient funding, including identifying their funding model and investors, if requested.
- Offer positions for pay, not just for equity; see *Compensation & Benefits*

- Provide clearly defined organization and position descriptions in Handshake.

**Career Services reserves the right to approve or decline an employer at any time, including after an initial review. Employers may contest the decision through Handshake.**

### **Job Posting Approval**

Job postings must be actual, current openings for internships, cooperative (co-op) education assignments, and/or traditional W-2 or 1099 full- or part-time employees. Postings or emails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.

UMKC Career Services and the Bloch Career Center will monitor and review all jobs postings on Handshake. Positions that meet any of the below guidelines may not be approved to post on Handshake, and will undergo a higher level of scrutiny as part of the approval process:

- Interferes with or negatively affects the academic progress of a student
- Employee bears financial responsibility for required supplies, equipment, or training
- Soliciting on campus of brands, products, or services not authorized by UMKC; see *Campus Solicitations & Promotions*
- Involves advertising, promotion, solicitation for:
  - Personal information, such as a bank or social security numbers
  - Products, goods, services, or funds; this includes speaking engagements, professional development programs, training courses, or published work
  - Recruiting others to become members of any enterprise or organization
- Requires work with a product or service which is not legal; see *Marijuana-Related Positions*
- Entails door-to-door solicitation including political canvassing, polling, and telemarketing
- Misrepresent the opportunity through dishonest information or absence of information, or is fraudulent
- Harass UMKC students, alumni, or staff; break confidentiality as required by FERPA
- Violate UMKC rules and regulations, or any local, state, or federal laws
- Contain sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, hateful, or anything embarrassing or offensive to another person or entity
- Managing, owning, or being responsible for franchise
- Unpaid or volunteer positions; see *Volunteer Positions*
- 1099 or independent contractor positions

**Career Services reserve the right to remove any job posting on Handshake or decline further service to employers who do not adhere to the job posting guidelines. An employer may contest the decision through Handshake.**

### **Campus Solicitations & Promotions**

By UMKC's Business Policy and Procedure Manual (BPPM), sales and solicitations on campus grounds or in campus buildings by recruiting organizations are prohibited without prior authorization. Solicitations that are not permitted on UMKC's campus include buying back textbooks, selling merchandise, soliciting subscriptions or business services, and any other commodities as deemed by career services staff.

Promotions of services, products, or websites to students or staff are prohibited on UMKC's campus without prior authorization. Any position seeking a candidate to promote a product, service, or website to other students on campus will not be posted. Examples include campus brand ambassadors, campus representatives, and selling or advertising for products like apps and coupon services.

## Marijuana-Related Positions

UMK Career Services and the Bloch Career Center will not approve companies or positions whose purpose is to produce, test, distribute, or prompt the use of recreational marijuana, medical marijuana, or marijuana-based products, including cannabis, hemp, and CBD. UMKC receives federal funds and grants and must comply with federal law regarding illegal substances, including marijuana. The use of marijuana violates the Drug-Free Schools and Communities Act and is banned on UMKC's campus. [Click here](#) for UMKC's Drug & Alcohol Policy.

## Internships

According to the National Association of Colleges and Employers (NACE), an [internship](#) is defined as, "A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships allow students to gain valuable applied experience and make connections in professional fields they are considering for career paths and allow employers to guide and evaluate talent." Internships are learning-based opportunities that assist with career development and include a training component. An internship position can be part-time or full-time, and paid or unpaid.

The Department of Labor has developed a [seven-factor test](#) for determining whether workers are to be considered "trainees" or "employees" that must be paid at least minimum wage under the Fair Labor Standard Act (FLSA).

Career Services will consider the following when reviewing and approving all internship opportunities:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom; it must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The internship accommodates the intern's academic commitments by corresponding to the academic calendar.
- The experience has a defined beginning and end, or the duration is limited to the period in which the internship provides the intern with beneficial learning.
- The internship includes a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- Internships must clearly state if the opportunity is paid or unpaid.
- The likelihood or probability of the internship generating a full-time offer of employment for the intern.
- Available resources, equipment, and facilities provided by the host employer to support learning objectives and goals.

**Unpaid** internships will also be considered using the additional, following criteria:

- The extent to which the intern and the employers clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggest that the intern is an employee – and vice versa.
- The extent to which the internship is tied to the receipt of academic credit.
- The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
- The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

If a position meets any of the above criteria, it may not be approved as a posting in Handshake.

[Click here](#) to access the UMKC Bloch Career Center internship toolkit.

### **Volunteer Positions**

UMKC Career Services and the Bloch Career Center will not approve fully volunteer positions. Unpaid internship positions that meet all the guidelines may be approved. Please refer local volunteer opportunities to [UMKC Service Learning](#) for posting possibilities.

### **Compensation & Benefits**

All job postings must clearly state how employees will be compensated and if benefits are available. This includes commission-only positions, positions with base pay and options for earning commission, and any other information as it relates to compensation. Failure to include proper compensation information may result in postings not being approved.

Organizations only offering stipends or unpaid internships must meet the organizational definitions and requirements that allow them to do so legally and must clearly state the pay status when posting their opportunities in Handshake. An employer who compensates employees based on a partial commission structure must give an accurate estimate of expected first-year earnings.

Every employer with wage-based positions should comply with minimum wage rates set forth by the United States Department of Labor's [Fair Labor Standards Act](#) (FLSA).

Cryptocurrency, bitcoin, tokens, fiat, or equity are not acceptable forms of payment.

Postings that request donations, investments, applications, or membership fees, or are 100% commission cannot be listed on Handshake.

**Career Services reserves the right to remove job listings on Handshake or decline further service to employers who do not abide by these compensation guidelines.**

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## **RESUME ACCESS**

UMKC Career Services will not grant resume access to:

- Home-based business
- Personal email accounts unless an exception has been made
- Student corporate ambassadors or campus recruiters; it is a violation of professional standards to provide a student's resume to a fellow student for review and decision-making
- Third-party recruiters
- Employers who use resume data inappropriately or abuse resume access services

Career Services will evaluate and act accordingly to students/alumni complaints regarding employers regarding resume access.

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## **ON-CAMPUS RECRUITMENT POLICIES**

### ***Campus Recruiting***

Alcohol may not be included or associated with any recruiting activities involving UMKC students. No events or activities are permitted in private residences or hotel rooms and should be conducted in publicly accessible areas, such as restaurants, meeting rooms, and classrooms. All employer events held on campus must be requested by and affiliated with a registered employer.



### **Employer Site Visits**

UMKC Career Services and the Bloch Career Center will partner with employers to host a site visit in which students physically or virtually visit the company's or organization's office. To host Bloch business students, please read the [site visit employer guide](#) for more information.

### **Tabling**

Employers may request to set up an on-campus information table. Tabling requests must be made via Handshake approximately two weeks in advance to allow time for coordination. Please reference the employer tabling guide for additional information.

### **Career Fairs**

Career Fairs facilitated by UMKC Career Services and the Bloch Career Center are open to all current UMKC students and alumni. UMKC does partner with the following schools to offer large-scale career fairs to their students: William Jewell College, Rockhurst University, Mizzou, Missouri S&T, and UMSL. Employers should not invite outside participants to UMKC career fairs.

### **Attendance**

UMKC Career Services and the Bloch Career Center require that all participating companies and organizations, including their representatives, abide by all applicable federal, state, and local employment laws, including Equal Employer Opportunity Commission (EEOC) laws, UMKC rules and regulations, and the NACE Principles of Professional Conduct for Career Services. Any organization or individual that does abide by the aforementioned laws and regulations is welcome to participate. This extends to multiple individuals and departments from the same organization in different offices or divisions within a corporation. Career Services reserves the right at any time and for no state reason to allow or deny any organization or individual access to career fairs.

### **Cancellations or No-Shows**

Cancellation requests made 7 or more business days in advance of a career fair will receive a full refund. Refund requests made within 7 days will be considered on a case-by-case basis. No refunds will be issued for employers who fail to attend an event for which they are a confirmed registrant.

### **Recruiter & Representative Communication**

It is the responsibility of the person registering for the event to submit the payment and communicate all event information received from Career Services to attending representatives.

### **Third-Party Recruiters**

Third-party recruiters such as employment agencies, contracted consultants, and search firms may participate in career fairs and are required to register at the third-party registration rate. This is the only registration option for third-party recruiters.

### **UMKC Departments**

UMKC Career Fairs are intended specifically for external and outside employers offering full-time, part-time, and internship opportunities for students. Due to increasing interest in recruiting UMKC students, UMKC departments seeking to advertise or promote services will only be approved if space permits, and at the discretion of Career Services. UMKC departments must follow registration processes but will not be charged the career fair registration fee and will include registration benefits such as lunch and parking.



### ***On-Campus Interviews (OCI)***

To request an on-campus interview (OCI) scheduled, click on “Interviews” in the left-hand navigation bar of your Handshake employer dashboard. From this page, select “Request Interview Schedule” in the top right corner. On the next page, select the *University of Missouri-Kansas City* from the school menu to get started. If you do not see UMKC listed in the school menu, you are not an approved employer at UMKC on Handshake, or we do not currently have an open interview period for you to select. For assistance, please contact [umkc-careerservices@umkc.edu](mailto:umkc-careerservices@umkc.edu) or [blochcareernet@umkc.edu](mailto:blochcareernet@umkc.edu).

### **Facilities & Greeters**

OCI schedules arranged by UMKC Career Services or the Bloch Career Center must be used exclusively to interview current UMKC students. Interviewing students from other schools and universities is strictly prohibited and could result in the permanent loss of recruiting privileges at UMKC. Interview rooms are not to be used for greeting or administrative purposes. Student greeters can be supplied upon request, or employers are welcome to bring a non-interviewing representative to serve as a greeter. Please indicate the number of greeters you will be burning or need in the comments section of your OCI request or email [umkc-careerservices@umkc.edu](mailto:umkc-careerservices@umkc.edu) or [blochcareernet@umkc.edu](mailto:blochcareernet@umkc.edu).

### **Third-Party Recruiters**

Third-party recruiters such as employment agencies, contracted consultants, and search firms are not permitted to utilize the OCI program.

### **Cancellations or No-Shows**

In the event you need to cancel your OCI, please email [umkc-careerservices@umkc.edu](mailto:umkc-careerservices@umkc.edu) or [blochcareernet@umkc.edu](mailto:blochcareernet@umkc.edu) no fewer than 5 business days before your scheduled interview date. It is the employer’s responsibility to notify the students scheduled to interview of the cancellation. Students who are no-shows for an interview may have their campus recruitment privileges revoked.

### **Second Round Interviews**

Students must attend the first-round interview to be considered for a second-round interview. Employers are expected to give a minimum of 3 full business days’ notice of a second-round interview at an off-campus location. Employers must offer alternative dates for a second-round interview without negative consequences if the original suggested date interferes with another interview, an exam, or another valid appointment.

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## **JOB OFFER GUIDELINES**

### ***General Policies***

To give students enough time to make an informed and thoughtful decision(s) and following the National Association of Colleges and Employers (NACE), employers recruiting at UMKC are expected to adhere to the following timelines for all job and internship offers.

- Converting internships to full-time positions: Offer to remain open until October 15 or 3 weeks from receipt of the written offer, whichever is longer.
- Return internship offers: Offer to remain open until October 15 or 3 weeks from receipt of the written offer, whichever is longer.
- Full-time or internship offers during Fall Recruiting: Offer to remain open until October 31 or 3 weeks from receipt of the written offer, whichever is longer.
- Full-time or internship offers during Spring Recruiting: Offer to remain open until March 1 or 3 weeks from receipt of the written offer, whichever is longer.

In some cases, students may request extensions beyond these deadlines; we ask organizations to accommodate these requests, if possible. We recommend that all employers extend offers in writing and strongly encourage all students to accept or decline in writing.

All written offers should clearly state all appropriate terms and conditions including, but not limited to, position title/description, location, [benefits & compensation](#), start date, and end date (if applicable). All bonuses or other incentives are to remain in full effect for the entire duration of the offer period.

### ***Exploding Offers***

UMKC does not allow the use of exploding offers. An “exploding offer” requires a decision in conflict with the timing mentioned above or offers to induce students to accept offers early, such as diminishing bonuses and location preferences.

### ***Rescinding Employment Offers***

We consider rescinding a job offer a rare and uncommon occurrence. If an employer must rescind an offer, please contact the student and career services immediately so we may assist the student. UMKC Career Services and the Bloch Career Center strongly encourage employers to consider every alternative before rescinding an offer of employment. Employers should carefully review the guidelines and follow the recommendations in the NACE [position statement on Rescinded and Deferred Employment Offers](#).

### ***Timely Communication***

Employers are expected to keep students informed of hiring timelines and their status in the hiring process, and to communicate hiring decisions within an appropriate time frame.

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## **PUBLIC ACCOUNTING INTERNSHIP & JOB OFFER GUIDELINES**

The Bloch Career Center has implemented offer policies for public accounting positions and provides a set of recommended guidelines for all other recruiting scenarios. Guidelines are designed to establish equitable timeframes for students and employers in the recruiting process.

The following guidelines were outlined collaboratively with UMKC Bloch School of Management’s Department of Accounting & Finance.

We believe that it is in the mutual best interest of both Bloch students, and employers to allow adequate timeframes for students to make informed and experience-based employment decisions. Doing so requires the opportunity to explore a full range of firms before committing. We hope that these guidelines will enhance the recruiting experience for both students and employers and minimize instances of renege offers.

**Please note** these guidelines do not prohibit firms from extending early offers. They are also not intended to discourage students that have clarity about their options and are ready to decide on accepting an offer before the date outlined below.

### ***Offers extended from the campus recruiting process***

For internship and full-time offers extended as a result of the fall campus recruiting process, offers should remain open until November 1 prior to the offer start date. This timeline will enable students to fully participate in the recruiting process before being required to decide. Please note that this scenario includes on-campus recruiting as well as one-off recruiting visits to your firm.

**Example:** During the fall 2021 recruiting cycle, a student receives an internship or full-time offer for 2022 (winter,

summer, or fall). The offer must remain open until Nov. 1, 2021.

### ***Full-time offers extended after an internship***

For full-time offers resulting from an internship, offers should remain open until the last Friday in July of the final year of school.

**Example:** Winter/Summer 2022 intern receives an offer with a start date in 2023. The offer must remain open until the last Friday in July 2022.

### ***Early offers***

Early offers (those made one or two years in advance of the internship start date) shall remain open until the last Friday in July before fall semester courses start before the internship year.

**Example:** A freshman or sophomore receives an internship offer in 2021 with a start date of 2023. The offer must remain open until July 30, 2022.

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## **EXCEPTIONS**

UMKC Career Services and the Bloch Career Center reserve the right to make exceptions to these policies and guidelines as warranted by special circumstances such as situations deemed to be acceptable and beneficial to our students, Career Services, the University, or employers using our services. Exceptions will be considered on a case-by-case basis. Any exception made does not constitute a policy change, nor is there a guarantee that this same decision will apply in the future.