

UMKC Career Services Recruitment Policies

Roo Career Network

To participate in services offered by Career Services including Roo Career Network (RCN), you must read and agree to the terms outlined below.

Equal Opportunity Statement

AN EQUAL OPPORTUNITY EMPLOYER - The University of Missouri-Kansas City is an equal opportunity/affirmative action institution and will work solely with employers that abide by the University's equal opportunity standards.

Professional Conduct Statement

Employers that utilize the services provided by UMKC Career Services and employment professionals who work at or represent those employers shall:

- Supply accurate information on their organization and available employment opportunities
- Refrain from any practice that improperly influences or affects job applicants

Disclaimer:

UMKC Career Services honors students' prerogatives to consider all types of career opportunities and does not endorse specific organizations that may post jobs in RCN or participate in UMKC's on-campus interviewing program. All discussions concerning particular positions or the terms and conditions of employment are conducted directly between the student and the employer. By offering its services to facilitate discussions between students and off-campus employers, UMKC Career Services makes no representations or guarantees regarding the qualifications/credentials/suitability of the students that utilize the Roo Career Network system.

If your organization does not intend to provide compensation for internships, we recommend that you familiarize yourself with the Fair Labor Standards Act as it relates to Internship Programs --

<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Requirements for Posting in Roo Career Network:

Job postings will not be accepted or allowed if they violate any state or federal law. Prior to posting job opportunities, the University reserves the right to decline any posting which, in its sole discretion and judgment, is not fully compliant with federal and state antidiscrimination laws or is incompatible with the mission of the University of Missouri-Kansas City.

Career Services reserves the right to decline any employer registration or job posting that does not meet the following standards:

- **Posting must include a valid business address and must not be a residential address**
- **Posting must include a valid business website**
- **Employer must use a business-related email address. Accounts using gmail, Hotmail, yahoo, etc. will not be accepted**
- **Postings for positions that require students to pay a fee upfront, including a registration fee, starter fee, or require the purchase of product are not allowed in the system**
- **Postings for Commission-Only positions must state that in the job title. If it is not denoted, Career Services reserves the right to remove the posting**

Brand and Service Promotions

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 Managers/Representatives
- Campus Marketing Assistants

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Posting Length

Postings in Roo Career Network may not be posted for more than 60 days at a time. At that time, they will expire and the position may be reposted if necessary.

On-Campus Recruiting

Employers may recruit on-campus using approved information tables, information sessions, or on-campus interviews. These events must be requested through Roo Career Network in advance and approved by Career Services. Due to space limitations, employers are limited to only one information table, one information session and one day of on-campus interviews each semester.

This policy is subject to change without prior notice. All employers are still subject to the terms of this policy.

Third-Party Recruiters

The University of Missouri – Kansas City has adopted the National Association of Colleges and Employers (NACE) “Principles” to both define and guide our policies when working with third-party recruiters. UMKC Policies regarding third-party recruiters are as follows:

1. Definition of third-party recruiter:

- A. Third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment;
- B. Third-party recruiting organizations charge for services using one of the following fee structures:
 1. Applicant paid fee—The applicant pays the third-party recruiter a flat fee for services rendered or a fee based upon the applicant's starting salary once the applicant is placed with an employer.
 2. Employer paid fee—
 - a) Retainer—The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.
 - b) Contingency fee—The employer pays to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.
 - c) Fee for service—The employer pays a fee for specific services, e.g. job postings, access to resumes, booth space at a job fair, etc.
- C. The above definition includes, but is not limited to, the following entities regardless of the fee structure used by the entity to charge for services:
 1. Employment Agencies—Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.
 2. Search Firms—Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.
 3. Contract Recruiter—Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
 4. Online Job Posting or Resume Referral Services—For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.
- D. Temporary Agencies or Staffing Services—Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional practice principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to

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perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.

- E. Outsourcing Contractors or Leasing Agencies—Outsourcing contractors or leasing agencies are employers, not third-party recruiters, and will be expected to comply with the professional practice principles set forth for employer professionals. These are organizations that contract with client organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises.
- F. In most cases temporary agencies, staffing services, outsourcing contractors, or leasing firms will be treated as employers. However, should these firms actually recruit individuals to be employees of another organization, then the third-party professional practice principles shall apply.

2. Third-party recruiters will be versed in the recruitment field and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

3. Third-party recruiters will follow EEO standards in recruiting activities in a manner that includes the following:
- A. Referring qualified students to employers without regard to the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
 - B. Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
 - C. Refusing, in the case of resume referral entities, to permit employers to screen and select resumes based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
 - D. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
 - E. Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;
 - F. Investigating complaints forwarded by the career services office or the employer client regarding EEO noncompliance and seeking resolution of such complaints.

4. Third-party recruiters will disclose information as follows:

- A. Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- B. When deemed necessary, third-party recruiters will disclose information upon request to career services that would enable career services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career services must respect the confidentiality of this information and may not publish it in any manner.

5. Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

6. Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose to career services the names of the represented employers.

7. Before any Third-Party Recruiter may post a position in Roo Career Network, they must complete the following form: <https://career.umkc.edu/umkc-career-services-third-party-recruitment-policies/>