

UNF Recruitment Policies

The University of North Florida Career Services provides a variety of career services, programs, and resources designed to help employers develop a successful recruiting program. This includes job fairs, information sessions, information tables, and on-campus interviews. To help you develop a customized recruiting program targeting specific majors, please contact [UNF Career Services](#).

To successfully recruit our students, it is important to develop a recruiting strategy, build a foundation of on-campus activities, and to maintain a strong presence on an on-going basis.

Recruiting Standards and Policies for Employers

All hiring organizations, and its representatives, participating in on-campus recruiting programs and activities must abide by University of North Florida (UNF) regulations, policies, and procedures in terms of equal opportunity and non-discrimination.

UNF is committed to achieving equality of opportunity in education, professional training, career advancement and University employment. Specifically, the University's Equal Opportunity and Diversity Regulation prohibits discrimination or harassment on the basis of race, color, religion, age, disability, gender, sexual orientation, marital status, national origin, or veteran status in any educational, employment, social or recreational program or activity offered by the University. Similarly, we will not commit or permit retaliation against any individual who complains of discrimination or harassment or an individual who cooperates in an investigation of an alleged violation of this regulation.

[UNF Equal Opportunity and Diversity Regulation](#)

[UNF Sexual Harassment Regulation](#)

[UNF Amorous or Sexual Relationship Policy](#)

All staffing agencies and third-party recruiters must have a signed [Third-Party Recruiting Policy](#) on file with UNF Career Services in order to post opportunities on Handshake and recruit on campus.

All hiring organizations and its representatives must also abide by the National Association of Colleges and Employers ([NACE](#)) [Principles for Ethical Professional Practice](#) and [NACE Principles For Employment Professionals](#).

University of North Florida Career Services reserves the right to suspend or terminate all recruiting services and programs for any organization or their representatives who behave in an unethical or unprofessional manner, uses candidate data for purposes other than for employment consideration, or uses intimidation or harassment towards any student or university staff member during the recruiting process.

Below is a listing of policies for job and career fairs and job postings at the University of North Florida. Please read all policies carefully before participating in any recruiting activities.

Job Fair and Career Fair Policy

University of North Florida Career Services sponsors a number of job and career fairs throughout the Academic Year to enable students and alumni/ae to meet and network with local, regional, state, and national employer organizations to discuss career and job opportunities. These events enable employers to create an awareness for their organization and to identify potential candidates for positions.

The purpose of these events is to identify and recruit candidates for employment. Recruiters may not sell their products or services or solicit future purchases of products or services. Employers and recruiters must adhere to equal opportunity laws and the [Principles For Employment Professionals](#) outlined by NACE (National Association of College and Employers).

Employer Approval Policy

All Employers wishing to post jobs with UNF Career Services must create a Handshake employer account affiliated with their company/organization. Employers must provide a business email address, phone number, business address and company website.

All employers must have a business license, be registered as a 501(c)3 organization or be a government entity.

Employer profiles may be Declined for the following reasons:

- A generic email domain is used (Gmail, Yahoo, etc.) or if the email domain provided does not match the company domain
- Business address, phone number, address is not provided
- Address provided is for a private residence
- The website provided does not work or has privacy warnings pop up
- Business is in the hemp/marijuana industry (due to UNF being federally funded)
- Business is in the adult entertainment industry

Job Posting Policy

Employer partners of UNF Career Services are provided access to our online job posting system, Handshake. To utilize this service, all employers and their representatives must comply with all EEO (Equal Employment Opportunity) standards. All job postings must contain accurate information about the position(s) offered, as well as the organization offering the employment opportunity.

We will NOT post any job or position that falls under the following:

- Requires financial investment on the part of our students/alumni
- Positions paying 100% commission
- Require the employee to work out of an employer's residence
- MLM positions or those that provide compensation dependent on recruiting others
- Positions related to the hemp/marijuana industry (Due to UNF being federally funded)
- Positions in the adult entertainment industry

Handshake Event Approval Policy

Employers who are approved in Handshake have the ability to request to host events (both virtual and in-person) for our students. These events are reviewed and approved or denied based on the event topic, date and space availability.

Reasons for an event being declined include, but are not limited, to the following:

- Employer's current level of engagement with UNF
- Current job/internship opportunities not posted in Handshake
- Relevance of event topic
- Employer Trust Score
- Employer has reached limit of events for a select timeframe
- Event does not adhere to UNF Recruitment Policies
- Employer submitted the event request less than 7 days in advance

All interactions with UNF students and alumni during the recruiting process must be in compliance with the NACE "Principles for Employment Professionals."

Information about UNF students and alumni obtained during the recruiting process is to be used only for the sole purpose of recruiting for open positions in your organization and NOT be shared outside your organization or used for any other reason.

UNF Career Services reserves the right to edit, delete, or refuse any employer profile, job posting, or login at any time.