

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, determine the majors you want to recruit: [UNF Academic Majors](#) and then use the "[Career Support Locator](#)" to help you identify the staff members that help you connect with students.

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. We recommend participating in a variety of activities to develop a strong presence on campus.

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 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](#)). In regards to third-party recruiters, below is a listing of NACE standards and policies for all services and programs for third party/staffing agencies who recruit at UNF: [Third-Party Recruiting Policy](#)

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 are 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).

Job Posting Policy

Employers who register with 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 requires financial investment on the part of our students/alumni, nor will we post any positions paying 100% commission, or that require the employee to work out of an employer's residence. All interaction 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.

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