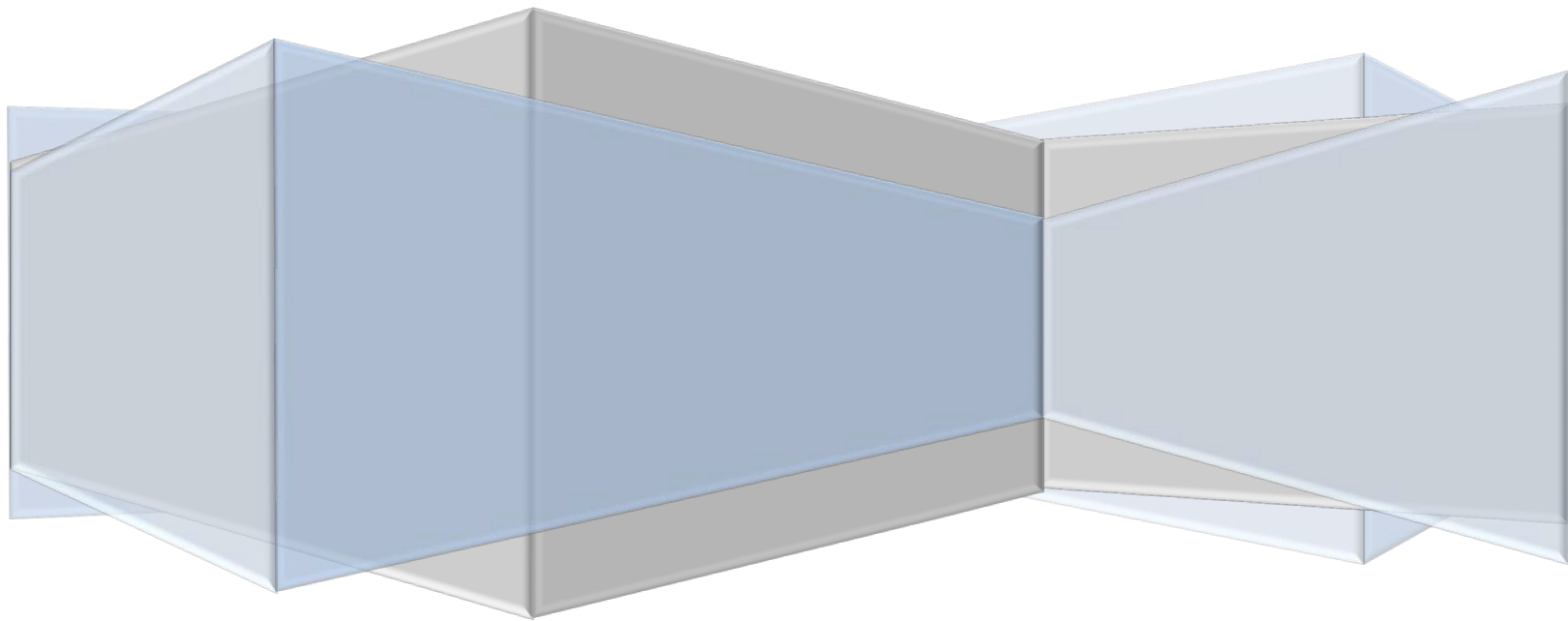




THE UNIVERSITY OF  
**MEMPHIS**<sup>®</sup>  
Career Services

# Employer Recruiting Guide



## EMPLOYER RECRUITING GUIDE

The University of Memphis Career Services seeks to complement the academic mission of the University by educating and empowering students to take ownership of their professional development as lifelong learners and to function successfully in a global society.

Employer Relations at Career Services is managed by the Corporate Relations Manager and Employer Recruitment Specialist who are responsible for the day-to-day management and administration of employer outreach and engagement, online job postings, on-campus recruiting, and other career-related events.

The following guide provides information for employers seeking to recruit at The University of Memphis. Direct any questions pertaining to this guide to Employer Relations at Career Services at (901) 678-2239.

Career Services uses TigerLink, an online career services platform powered by Symplicity and part of the NACElink Network, a national network of career centers and recruiting professionals. Through TigerLink, approved employers can post job and internship opportunities, view resumes, schedule on-campus recruiting events, register for career fairs and more.

### ELIGIBLE EMPLOYERS

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All employer registrations for TigerLink require approval by Career Services. Eligible employers include those that are the direct hiring authority/organization for legitimate employment opportunities. Approved employers who recruit, post job opportunities, attend career fairs/expos, or host information tables/sessions at UofM must adhere to Equal Employment Opportunity Commission (EEOC) guidelines (<http://www.eeoc.gov/laws/>) and the National Association of Colleges and Employers (NACE) Principles for Professional Practice, Principles for Employment Professionals (<http://www.naceweb.org/principles/>).

Approval of an employer registration does not indicate an endorsement or recommendation by The University of Memphis or Career Services.

One Stop registrations are not approved automatically and may be denied if deemed to be suspicious, fraudulent or not in the students' best interest.

## *JOB POSTINGS*

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All job postings for TigerLink require approval by Career Services. Career Services reserves the right to only approve postings that will enhance students' overall academic and career experience. Job postings must include a detailed job description (job title, job description, geographic location, required qualifications, salary range, instructions for applying) and complete employer contact information (first name, last name, and job title of the contact person, company mailing address, telephone and fax numbers, and company email address).

If the employer does not establish a timeframe for the posting, all postings on TigerLink will remain active for 30 days.

Inclusion of a job posting on TigerLink does not indicate endorsement or recommendation by The University of Memphis Career Services. Additionally, Career Services does not make a guarantee about positions posted nor is responsible for wages, working conditions, safety, or other aspects of employment.

UofM Career Services will not approve job postings that:

- Appear to discriminate against applicants on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, and veteran status.
- Require monetary commitment from students as a condition of employment (except background, drug/credit checks, etc.)
- Involve employment in a residential home (Babysitting, in-home tutoring, lawn care, etc.)
- Are Commission Only
- Do not comply with Equal Employment Opportunity Commission (EEOC) standards

Career Services reserves the right to edit or reject job postings.

## ON-CAMPUS RECRUITING

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On-campus recruiting provides employers an opportunity to connect with UofM's talented student population and increase the company's brand and visibility. On-campus recruiting is coordinated and managed through TigerLink. On-campus recruiting at the UofM includes:

- On-Campus Interviews
- Career Fairs/Expos
- Information Tables/Sessions

### **On-Campus Interviews**

Career Services provides employers with dedicated, professional interview rooms to host interviews on campus. Employers can elect to have Career Services coordinate their on-campus interviews or coordinate themselves using one of three on-campus interview options:

- Open
- Pre-Select
- Room Reservation Only

#### **Open**

Any student that meets the specified position requirements is eligible to schedule an interview.

#### **Pre-Select**

Any student that meets the specified position requirements can submit their resume for consideration through the resume submission date. Employers then pre-select students they wish to interview by the pre-select date. Once 'invited', students can schedule an interview.

Employers should regularly review resume submissions via TigerLink and pre-select (or notify staff of pre-select) before the deadline. Failure to pre-select students by the designated date may result in cancellation of the on-campus interview schedule.

#### **Room Reservation Only**

This option allows recruiters to reserve interview room(s) and manage their own interview schedule(s). Employers are solely responsible for contacting the students and scheduling the interviews. However, employers must provide a copy of the interview schedule with student names to Employer Relations at least 48 hours prior to the on-campus interview. The only exception is for post-career fair on-campus interviews where employers schedule students on site. Employers must provide a copy of the schedule with students names the morning of the interviews. Failure to do so may result in cancellation of the on-campus interview.

Employers can schedule on-campus interviews between September – November and February – April, Tuesdays – Thursdays. Career Services may grant exceptions on a case-by-case basis.

#### **Cancellations/No-Shows**

Cancellations and no-shows should be the exception. Employers who need to cancel on-campus interviews should notify Career Services immediately to allow time to notify students of the cancellation and if available, provide alternate date(s) to hold the on-campus

interviews. For Room Reservation Only on-campus interviews, employers are solely responsible for notifying students of the cancellation. No-shows reflect poorly on the employer, Career Services and the University of Memphis. Any employer with scheduled on-campus interviews that does not show will need to meet with the Director of Career Services. Career Services will also send a certified letter to the senior HR executive and/or chief executive officer of the organization.

### **Career Fairs/Expos**

Career Services hosts 2-3 Career Fairs/Expos annually. Career Fair/Expo registration is managed through TigerLink. Because space is limited, registration fees must be paid in full before an exhibit booth will be assigned. Career Fair/Expo registration includes:

- Registration for up to three (3) attendees
- A booth with 6ft skirted table, two chairs, and sign with the company name as it appears in TigerLink
- Access to the employer hospitality room with continental breakfast and lunch
- Up to three (3) parking passes

Registrations will be processed in the order in which they are received. In the event of multiple registrations from the same company, Career Services will notify the first confirmed registrant for coordination (if desired) among the additional registrants.

Registrations received after the registration deadline will incur a late registration fee. If space is available, Career Services may be able to accommodate late registrations. However, company and contact information may not appear in printed career fair/expo collateral/materials. After the designated date, **registration fees are non-refundable.**

Career Services staff determines the configuration and layout of the career fair/expos based on several factors and reserves the right to alter booth assignments as needed.

Participating employers may bring displays, banners, and/or promotional literature and materials to distribute to students. Balloons and selling are strictly prohibited. Only sample, bite-sized, securely wrapped candy or other food items is allowed (2 ounces or less).

Career Services reserves the right to prohibit the use and/or distribution of inappropriate displays and materials.

### **Information Tables/Sessions**

Information Tables are available for on-campus recruiting in the atrium of the University Center. Most employers opt to host the table from 10am-2pm to capture high student traffic. Employers can schedule information tables between September – November and February – April, Monday – Thursdays.

Information/Networking Sessions provide dedicated opportunities for employers to share more details about the company, career opportunities and the benefits of working for the company. Employers wishing to provide food must work with catering through the university's campus dining services which can be contacted directly at (901) 678-2046 or online at <https://memphis.campusdish.com/Catering.aspx>.

Because space is limited, employers wishing to schedule information tables/sessions should contact Career Services at least four weeks in advance.

Employers can schedule information sessions between September – November and February – April, Tuesdays – Thursdays. Career Services may grant exceptions on a case-by-case basis.

### *Third-Party Recruiters*

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According to the National Association of Colleges and Employers (NACE), third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations. Third-party recruiters include, but are not limited to: employment agencies, temporary agencies, and search firms.

The University of Memphis Career Services does not grant access to TigerLink to third-party recruiters. However, third-party recruiters that wish to post a position and/or participate in on-campus recruiting must adhere to the following:

- For job postings, provide the name of the client you are representing in the job description
- For Career Fair/Expo participation, state in the company description that you are a third-party or temporary employment agency and indicate the client(s) and position(s) for whom you are recruiting at the event
- State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. Career Services will not post any opportunities that require students to pay fees.
- Third-party recruiters and their clients must agree that they will not forward UofM students' résumés 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).
- Third-party recruiters may recruit only for clients they represent. Candidates' names and/or résumés obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
- Upon request, third-party recruiters must provide verification that the agency has an employer for whom it is working and a job vacancy
- All vacancies listed with Career Services must be filled according to strict Affirmative Action/Equal Employment Opportunity Commission and University of Memphis policy

### *RESUME BOOKS*

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Resume Books allow employers to view the resumes of students who have given permission to have their resumes released to employers by opting-in. Employers do not have general access to view information or resumes directly from TigerLink. Employers may only see the resumes that have been shared and published in a resume book or specifically applied to that employer.

Please note that these résumé books reflect the résumés of students who have opted to allow employer viewing. Not every student at University of Memphis uses this service or enables access to view their résumé. The information entered is self-reported by the individual and may not be up-to-date.

Employers must have an active job posting in TigerLink to view résumé books. Students and alumni registered with TigerLink are aware that they may be contacted by employers viewing

their résumés. They are also allowed to respectfully decline any interview invitations if they are not interested in the position advertised.

Employers who access résumés for other than legitimate recruitment purposes risk having their access to TigerLink suspended or revoked.

### **CONFIDENTIALITY AND RELEASE OF RECORDS/RÉSUMÉS**

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Employers are expected to maintain confidentiality of student/alumni information and résumés in accordance with The Family Education Rights and Privacy Act of 1974 (FERPA). Employers who access student/alumni information or résumés for other than legitimate recruitment purposes may be subject to having their access to TigerLink and/or UofM recruitment services suspended or revoked.

Confidentiality of student/alumni information will be maintained, including personal knowledge, written records/reports, and computer databases. No disclosure of student/alumni information will be provided to employers or other external parties without prior written consent of the student or alumnus, unless necessitated by health and/or safety considerations.

TigerLink is not to be used to solicit anything or to look for "clients." Using our system for contact mining or a sales pitch is strictly prohibited.

Any discovered or reported breach of this policy may result in having access to TigerLink and/or UofM recruitment services suspended or revoked.

*The University of Memphis, a Tennessee Board of Regents institution, is an Equal Opportunity/Affirmative Action University. It is committed to education of a non-racially identifiable student body.*