

Employer Recruiting Guidelines and Policies

The University of Texas at Arlington

Purpose

The University of Texas at Arlington (UTA) is proud to connect employers with a talented and diverse student population prepared to make a meaningful impact across industries. These guidelines are intended to foster ethical, inclusive, and productive recruiting practices aligned with UTA's mission, vision, and values.

Our Commitment

As a comprehensive teaching, research, and public service institution, UTA is dedicated to advancing knowledge, ensuring student success, and cultivating a community of innovation, integrity, and inclusivity. We ask our employer partners to embrace and reflect these principles in their recruitment activities.

Guiding Principles for Employers

Equal Opportunity and Inclusivity

- Employers must comply with all applicable federal and state laws regarding equal employment opportunity (EEO).
- Discrimination based on race, color, national origin, religion, age, sex, sexual orientation, gender identity, disability, or veteran status is strictly prohibited.
- We encourage recruitment efforts that support UTA's diverse student body and foster a culture of mutual respect.

Ethical Recruiting Practices

- All recruiting must be conducted honestly and transparently, with accurate representation of job responsibilities, compensation, and organizational culture.
- Exploding offers (i.e., offers with unreasonable time limits) and high-pressure tactics are discouraged.
- Employers should provide students with a reasonable amount of time to consider offers, typically **2–3 weeks**.

Access and Fairness

- Job and internship postings must be available to all qualified students and cannot be limited to specific groups unless legally justified.

- Employers may not require students to pay fees or purchase products as a condition of employment or internship.

Professional Engagement

- Employers must treat students, staff, and faculty with respect and professionalism in all interactions.
- Opportunities should contribute to students' career development and align with UTA's academic and experiential learning values.
- Participation in career fairs, information sessions, and interviews must be conducted in a manner that reflects excellence and supports student success.

Collaboration with Career Services

- Employers are encouraged to coordinate all on-campus recruiting activities through UTA's KWCEC.
- Any employer hosting events on or off campus that target UTA students must provide advance notice and obtain approval when appropriate.
- The KWCEC reserves the right to limit or revoke recruiting privileges for organizations that fail to adhere to these policies.

Recruitment Activities Supported by UTA

- Career and Internship Fairs
- On-Campus and Virtual Interviews
- Company Information Sessions
- Job and Internship Postings via Handshake
- Resume Collections and Referrals
- Employer-In-Class Presentations (upon faculty approval)

Expectations for Internships

- Internships should offer meaningful work relevant to students' academic or career goals.
 - Paid internships are strongly preferred. If unpaid, internships must comply with the U.S. Department of Labor's Fair Labor Standards Act.
 - Academic credit for internships must be approved in partnership with UTA academic departments.
-

Our Shared Values

We ask our employer partners to reflect UTA's core values in all recruitment efforts:

- **Collaboration** – Work with UTA to create opportunities that benefit both students and organizations.
 - **Engagement** – Cultivate authentic relationships with students, faculty, and staff.
 - **Excellence** – Strive for high standards in all recruiting activities.
 - **Innovation** – Be open to creative approaches and support experiential learning.
 - **Integrity** – Demonstrate transparency, accountability, and ethical behavior.
-

Employer Checklist

Before Recruiting:

- Review UTA's recruiting guidelines and values
- Register and post jobs/internships on Handshake
- Ensure your company complies with EEO and FLSA regulations
- Plan recruitment timeline aligned with UTA's academic calendar
- Connect with the UTA KWCEC for support

During Recruiting:

- Represent your company truthfully and professionally
- Offer equal access to opportunities for all qualified students
- Respect students' time and decision-making process
- Use reasonable deadlines for job/internship offers
- Track student engagement and follow up professionally

After Recruiting:

- Report hiring outcomes (optional but encouraged)
- Provide feedback to the KWCEC
- Consider opportunities to build long-term partnerships (mentorships, classroom visits, etc.)
- Stay connected for future career fairs and talent engagement opportunities