

## Employer Guidelines

The University of Wisconsin-Milwaukee Center for Student Experience & Talent is committed to working in the best interests of UWM students. As such, the Center has established the following recruiting guidelines to assist recruiters in making recruiting students and alumni a professional, fair, and ethical experience. Your full compliance with the following policies helps contribute to a successful recruiting relationship.

### **National Association of Colleges and Employers (NACE) Principles for Professional Conduct**

To recruit at the University of Wisconsin-Milwaukee, all employers must agree to adhere to the [Principles for Ethical Professional Practice](#) provided by the National Association of Colleges and Employers (NACE), as well as abide by University policy and comply with state and federal Equal Employment Opportunity legislations.

### **Non-Discriminatory, Equitable & Ethical Hiring Practices**

We recommend employers review the [UW-Milwaukee's Office of Equity/Diversity Services policy](#), as well as the [United States Department of Justice Best Practices for Recruiting and Hiring Workers](#). We hold organizations and recruiters to these standards of non-discriminatory, equitable and ethical hiring practices.

### **Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights & Privacy Act requires that we obtain consent from students and alumni before releasing their profile and resume information. You may use this information only to fill employment vacancies within your own organization. Any information you acquire from profiles and/or resumes may not be re-disclosed to any other employer or third party, and you may not disclose the information to individuals within your own organization for other than employment purposes. Further detail is available from the [U. S. Department of Education website](#).

### **Alcohol Associated with Recruiting Practices**

In alignment with [NACE's Principles for Ethical Professional Practice](#) the serving and consumption of alcoholic beverages at recruiting and company events is strongly discouraged, as students attending may be under the legal drinking age of 21 years old. Additionally, alcohol can impair judgement and logical reasoning as it pertains to decision-making and can negatively affect the recruitment process for students and employers.

Solicitation of services and giveaways of alcohol, drugs, or illegal activities are strictly prohibited on UW-Milwaukee's campus and in the virtual environment.

