UIndy Employment Services Council

Mission of Employment Services Agents: Units offering employment services act as a bridge between the University of Indianapolis and the employment community. This is done by offering a variety of services including posting convenient links to job sites, career assessments, job search assistance, networking opportunities, especially with businesses and organizations in Central Indiana.

Employment Services Defined: Employment services include assisting organizations, as well as students and alumni (further known as candidates) with searches for internships and career positions and offering aid with career direction. Assistance includes posting and promoting positions, coordinating interview schedules, assisting with resumes and interview skills and referring candidates to internships and career positions. At the University of Indianapolis, these services may be performed by individual faculty or they may be performed centrally within a department or office, such as the Office of Career Services (OCS), the Center for Business Partnerships within the School of Business, and the School for Adult Learning. The Office of Alumni Relations also engages job seekers and employers through Alumni Central’s Career Resources. Personnel providing employment services are eligible for administrative status in JobHoundConnect so that employment information may be accessed.

Guidelines for Engaging Employers

Qualifying Employers: JobHoundConnect (JHC) automatically places new employer profiles in a ‘pending’ statuses until their organizations are reviewed. It is the practice of the OCS recruitment and database manager to check employer information using Reference USA, Better Business Bureau, OneSource and/or the employer’s website, if available. Information checked includes how long the organization has been established, their products or services, number of staff, revenue generated, and if there are any liens or complaints. If there are questions regarding approving an employer, the next level of evaluation includes a phone interview and/or a site visit to determine recruiting eligibility. Requesting a phone interview or site visit is at the discretion of the units at the University of Indianapolis, but it is done to educate employers about creating internships, posting positions and to share the recruitment expectations and processes of UIndy.

Ineligible Employers: If employers are found to be ineligible or become ineligible to recruit at the University of Indianapolis, then their status is changed to ‘banned’ in JHC. All JHC administrators may complete an employer search and find the lists of active, pending, and banned employers. Employers may be banned if their practices do not reflect the values of University of Indianapolis. These reasons may include their unwillingness to participate with site-visits, dishonesty and discrimination, intimidation, breech of confidentiality, assault or mental abuse. Employment service agents should view and write comments, known as observations, on a banned employer. Observations are read by selecting ‘view activity’. Employer information in JHC is shared only among University of Indianapolis JHC administrators and the university administration.

Guidelines for Engaging Candidates

Reasonable Candidate Expectations: According to the National Association of Colleges and Employers (NACE), the following are considered reasonable expectation of candidates regarding their employment services agents: candidate’s information is confidential until consent is given, and all candidates should have access to employment information, training, events and tests. NACE also states the following are reasonable expectations candidates should have of employers: candidate’s information is confidential until consent is given, candidates will receive accurate information about the organization and its positions, timely communication about the hiring process, and knowledge of policies surrounding employment tests and their results. The comprehensive statement of the Principles for Professional Practice is found on the NACE website. (The link to this statement among the resources for this document).
Although the Office of Career Services practices due diligence to assess the legitimacy of the employers who post positions on JobHoundConnect, candidates are expected to research employers. Candidates should take the necessary precautions when interviewing for or accepting positions.

**Candidate Open Access:** The University of Indianapolis is an equal opportunity employer and as such, various units and departments utilize EEO practices when providing employment services on behalf of our students and alumni. Referral services and interview opportunities are offered to students and alumni without regard to race, color, religion, sex or sexual orientation, national origin, or physical condition. These standards are posted on the Career Services website. JobHoundConnect and Alumni Central are two job-boards for employers to post positions for UIndy alumni. However, JHC is the only site for employers to post positions and directly communicate with candidates. Positions are posted indicating the expectation of tasks performed, instructions for application, and the necessary qualifications, such as knowledge, skills, major, or GPA.

**Candidate Referral:** JobHoundConnect allows various types of referrals. In accordance with the Family Education Rights Privacy Act of 1974, the candidate information that is provided should be used only for purposes of internship and employment recruitment/referral. Candidates may refer themselves to posted positions or employers may invite candidates to apply. Additionally, employment services agents may refer candidates to positions based on the following criteria listed in JHC: career focus and preferences, applicant type, citizenship, GPA, classification, major and degrees, applicant status, and additional qualifications. Generally, if the candidates’ profiles do not match the criteria of the job descriptions or interview schedules, then the candidates are ineligible to apply or be referred.

**Guidelines for Internships**

**Internships Defined:** An internship experience has intentional learning goals and encourages students to actively reflect on what they have learned from that experience. The important element that distinguishes an internship from a part-time job or a service experience is “intentional learning”. Paid and unpaid positions may qualify as internships if the learning criterion is met. Employers in the state of Indiana are encouraged to use the state’s minimum wage as a guide for minimum hourly pay and stipends. Internships may be part of a curriculum where it is carefully monitored and evaluated for academic credit, or internships can be part of a learning plan, developed individually by students.

**Internships for academic credit should minimally include:**
- Completed Employer Letter/Internship Application (http://registrar.uindy.edu/forms.php)
- Stated learning objectives
- Observations or site visits by faculty or staff, if possible
- Training
- Clearly stated reflection project or paper
- Evaluation of intern’s performance and the internship experience

**Non-credit internships should minimally include:**
- Completed Employer Letter
- Stated learning objectives
- Evaluation of intern’s performance

**Employers of unpaid internships should not:**
- Displace regular employees with unpaid interns
- Invoice clients for services performed by unpaid interns
Internships for academic credit must be approved by the academic unit issuing the credit prior to the start date. All of the above information must be provided before the internship course will be applied to the student’s academic record; appropriate signatures must be obtained before approval is given; the employer letter must be completed and returned to the Office of Career Services or the Center for Business Partnerships and the Registrar’s Office prior to the beginning of each semester in which the student is to be registered in an internship.

**Academic Credit for Internships**: Students may earn one (1) hour of credit for every 40 hours scheduled to work in an internship. Students may earn a maximum of three (3) credit hours for their internship experiences. Receiving academic credit is optional and credit is granted if the experience meets the departmental academic guidelines. Departments may evaluate experiences differently.

**Resources**
- Office of Career Services
- Center for Business Partnerships, School of Business
- Career Advising, School for Adult Learning
- Alumni Central, Alumni Relations
- The Indiana Employer Guide to Internships.pdf
- The National Association of Colleges and Employers’ Principles for Professional Practice
- U.S. Department of Labor Internship Fact Sheet.pdf
Dear Internship Employer:

Thank you for supporting the professional development of the University of Indianapolis students. By completing this Employer Letter, you assist our university and students by providing important information needed to verify their employment as we comply with the federal, state and University standards. Candidates have been instructed that, upon receiving a job offer, they will need to provide a job offer letter on your company’s letterhead. This letter should reference the exact title of the position in which the intern will work. If the position is posted in JobHoundConnect, then simply reference the JobHoundConnect Job ID number or you may attach a job description on company letterhead. This information is needed prior to the candidate’s start date. This documentation only applies to internships.

The job offer letter should include the following information about the hired intern:

• first and last name
• their position title
• compensation regarding pay rate, wage, stipend, reimbursement, parking
• expected travel, if any
• start and end dates
• training dates and work hours
• phone number at work
• exit interview or evaluation date
• intern’s signature and date

The job offer letter should also include the following about the employer/supervisor:

• supervisor’s name
• supervisor’s title and department
• supervisor’s phone number and email address
• supervisor’s signature and date

The job description should include:

• important tasks and/or internship project
• learning objectives

Employers should sign and date the job offer letter and have the intern review, sign and date the letter. Interns will be issued a new letter and job description and bring to the appropriate faculty or staff at the University of Indianapolis prior to their start date, each time an intern is offered an extension in their current internship or offered a different internship within the organization. Questions regarding internships and general employment may be directed to the Office of Career Services, at (317) 788-3296 or ocs@uindy.edu. If appropriate, employers may be referred to academic departments. Specific questions regarding internships within the School of Business’ Center for Business Partnerships may be directed to Ron Dow, at rdow@uindy.edu or (317) 788-6166.

Sincerely,

Lela Mixon
Associate Director, Office of Career Services
Internship Program Director
JobHoundConnect | JHC

The University of Indianapolis has an electronic database that allows employers to post positions, receive referrals and search for UIIndy candidates. Registration is easy. Simply follow the instructions below. Each step and bold text represents a tab or link found in JHC.

REGISTERING YOUR ORGANIZATION/DEPARTMENT
1. Go to the Office of Career Services’ website: www.careers.uindy.edu
2. Select Employer on the left menu,
3. Read and agree to the Guidelines for Employment Services
4. When the page resets, click on the red text to Access JobHoundConnect
5. Register as a New User (if you have an existing account: Log In with your User Name and Password)
6. Select Can’t Find Your Organization (if you have an existing account: Start typing your organization’s name in the field)
7. Complete your Employer Information and Contact Information
8. Select Register

NOTE: Items marked with [*] are required. To select preferred Major/Minors click the “Add/ Remove” key.

POSTING YOUR POSITION / INTERNSHIP
1. While on the Home Page, rest your cursor over My Jobs
2. Select New Jobs
3. Complete boxes for Position Information, verify Contact Information and complete Posting Information

NOTE: For Job Category, Position Type, and Applicant Type, you must scroll and select the appropriate phrases. To select more than one item, hold the “Ctrl” key.

4. Select Save
5. View and Edit Job, if necessary

SEARCHING FOR STUDENT EMPLOYEES
Once approved, your Home Page will have the following tabs: My Profile, Student Search, My Jobs, Schedules, and Career Events. You may search for candidates by Classification (freshman, sophomore, etc), Applicant Type (Career Position, Internship, etc), Majors/Minors, Career Preferences, etc. Then you may create resume packets or send individual and mass emails using JobHoundConnect.

Questions? Email ocs@uindy.edu.

NOTE: You will be able to search for students, only after your JobHoundConnect profile has been approved by the staff in Career Services. Please allow 24 hours.