



College of Engineering and Applied Science

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Student Guidelines and Expectations for Participation in Recruiting

All students are expected to conduct themselves consistently with the values of the University of Colorado Colorado Springs, other UCCS policies and procedures, and all applicable laws. These apply whether recruiting events take place on the University of Colorado Colorado Springs campus or at an off-campus College of Engineering and Applied Science Career Office sponsored event.

Internship & Job Postings Do Not Reflect Endorsement

The College of Engineering and Applied Science Career Office offers students Handshake, an online job portal to explore local, national and international job and internship opportunities available to College of Engineering and Applied Science Career Office students. All businesses and organizations have been screened and verified by the Career Development Center and the Better Business Bureau of Southern Colorado.

The University of Colorado Colorado Springs (UCCS) posts nationwide internships, jobs, and events being offered by organizations on Handshake for the convenience of students. Postings do not represent an endorsement of any organization, job posting nor event, and UCCS makes no guarantees about posting accuracies, the information provided by the employer, nor if the posting meets a legal requirement of such posting within the state. Students are responsible for performing due diligence in researching employers, postings, and events. If you suspect a fraudulent employer, job posting, or event has been posted, please contact the UCCS College of Business Career Center at cobplace@uccs.edu or by phone call to 719-255-3120.

Engaging with Employers

We ask our employer to follow the [Principles for Ethical Professional Practice from NACE](#). We ask that you also conduct yourself professionally with any employers that you meet. This includes maintaining respectful communication, demonstrating a positive attitude, respecting confidentiality, and showing genuine interest and engagement during conversations.

Misrepresentation

Falsifying data such as your GPA, dates of graduation, major/minor, work experience, eligibility to work in the United States or other information is unethical. Your offer could be terminated due to misrepresentation.

Reneging on Job or Internship Offers

Reneging refers to someone accepting a job or internship offer and then declining the offer later for another opportunity. Reneging is inconsiderate and unprofessional and jeopardizes the University of Colorado Colorado Springs reputation as well as your own in the employment community. Reneging may also negatively impact other students' opportunities with that company.

When considering offers take the time you need to think about your options (gather any needed information about the company, role, etc.), thank them for the offer and communicate with the appropriate individuals about your process and other considerations, ask for an offer extension if you need additional time, and make wise decisions to which you can commit.

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