

Job Posting Policies

1. We cannot post commission-only jobs, jobs that pay below the minimum wage (\$7.25/hour in Texas) or any positions that require students to pay fees in order to be employed or receive future compensation. These positions should all be posted by the employer as paid advertisements in the Daily Cougar.
<http://thedailycougar.com/advertising/>
2. Internships may be unpaid ONLY if they adhere to all six points of the Department of Labor Guidelines for FLSA exemption, and if the employer signs a sheet acknowledging understanding of and compliance with these federal guidelines and laws. We cannot post internships that require the students to pay fees. DOL Guidelines can be found on our web page at <http://www.bauer.uh.edu/career-center/employers/internships.php>.
3. Employers cannot guarantee academic credit for an internship. BBA internships can only be approved for credit by the faculty member responsible for the internship course per Bauer guidelines at <http://www.bauer.uh.edu/career-center/undergraduate/internships/index.php>. MBA/MS internships are not eligible for academic credit.
4. Blind postings – The hiring company's name should be given in postings. Contact information may be hidden.
5. We will not post positions for companies where the recruiter contact information does not match the employer contact information (eg: home phone numbers and personal e-mail addresses that do not match the corporate URL). There must be an active, corporate URL for the hiring organization.
6. We do not post positions for home offices or employers where the students do not have an official, corporate setting in which to attend meetings and training.
7. We do not post jobs that do not clearly match the career goals for which our students are being prepared for in their classes at the Bauer College of Business. Non-business jobs should be posted through University Career Services (also a free service) at <http://www.uh.edu/ucs>. We reserve the right to refuse job postings through our system for any job or company that we do not consider clearly defined and structured, or any organization that has received complaints from previous student employees, or any situation where the work/environment is not deemed by our office to be appropriate for Bauer students.
8. Third Party Recruiters: Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed. The RCC must be able to verify with the hiring company that this is a retained search. The RCC will not attempt to bypass any retained search firm or publish confidential information. Under no circumstances can student information be disclosed by third party recruiters for other than the original recruiting purposes, nor can it be sold. Third party recruiters at career fairs must disclose the exact nature of their hiring and with whom any resumes submitted by students might be shared.