

OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

NOTICE: REPEALED REGULATION

DATE: JUNE 18, 2008

Regulation No:	TITLE:
USF 3.022	Use of University Career Resource Center Facilities and Services

Summary of Revisions

The Florida Board of Governors Regulation Development Procedure requires a university to monitor the effects of new regulations and periodically review existing regulations to ensure they are current and consistent. Regulation USF 3.022 is out-of-date and no longer accurately states the Career Center's policy or procedure. The regulation is repealed effective 6-18-08.

USF recently adopted revised policy No. 30-019, Career Center (Career Development and Recruitment Program) which outlines the Career Center's policies and procedures. (see <HTTP://GENERALCOUNSEL.USF.EDU/POLICIES-AND-PROCEDURES/PDFS/POLICY-30-019.PDF>).

(End of Summary)

Repealed USF 3.022 Use of University Career Resource Center Facilities and Services.

(1) Students must register with the Career Resource Center (CRC) to utilize the services of the CRC. There are two levels of registration:

(a) Any student who wants to utilize any of the CRC services (library, video, job data bank, advising) must complete a Personal Data form, USF form #CDS 003, Eff. 9/91, which is available at the CRC office, incorporated by reference herein.

(b) Students who want to participate in on-campus interviewing, resume referral, and all other services must attend the Placement Services Orientation. Students must complete and return the placement package or electronic registration which includes a Consent To Disclosure To Third Parties Information Contained In Records form also known as a Credentials Release form, USF form #CDS 002, Eff. 9/91, incorporated by reference herein. Students may register three full semesters before graduation.

(2) Students who fully register with the Career Resource Center will have three months of service after their date of graduation with the exception of on-campus interviewing.

- (3) Graduating students and alumni are given priority of services over the other State University System of Florida students who are served on reciprocal basis.
- (4) All company representatives making on-campus visits for the purpose of interviewing graduating students and alumni are required to work through the Career Resource Center for scheduling rooms, interviews, etc.
- (5) All companies are required to have a copy of the University's Equal Opportunity Employer Statement on file.
- (6) No listing will be provided to any person or organization who asks for specific categories such as race, color, creed, religion, sex, age or national origin.
- (7) Employers have two options when recruiting on campus:
 - (a) Pre-Selection – Resumes of qualifying students will be forwarded one month prior to the scheduled visit. Two requirements must be met for employers selecting this method of recruitment:
 1. Employers must provide a COD Express Mail account number, i.e. Federal Express, Airborn or Emory Express, to the Career Resource Center on the Recruitment Information Form, USF form #CDS 001, Eff. 9/91, incorporated by reference herein.
 2. Names of pre-selected students must be forwarded in writing by the deadline date.
 - (b) Open – Interview schedules will be made available for student sign-up two weeks prior to the interview date. Every effort will be made to assure that students meet the requirements on the Recruitment Information Form.
- (8) Employers who request resumes for specific positions and desire to interview referred students on-campus will be responsible for contacting those students. Interview space will be arranged through the Career Resource Center.
- (9) Students will provide ten resumes to be used for mailing by the CRC. Students will be notified in writing when additional resumes are needed.
- (10) All appointments for campus interviews will be made personally by each student requesting that appointment. No interview appointments will be made over the telephone except as by special arrangements with other USF campuses.
- (11) Any student scheduling an interview finding it necessary to cancel must notify the Career Resource Center 48 hours prior to the scheduled interview. Less than 48 hours constitutes a “no-show”. A student having a “no-show” will be denied campus interviews until he/she can talk personally with the Assistant Director or the Coordinator of Placement.

(12) Students who sign up for employer pre-selection must also sign up for an interview time or be considered a “no-show”.

(13) Only students who are fully registered with the Career Resource Center have access to the Job Data Bank, position vacancies listed with this office.

Specific Authority 120.53(1)(a), 240.227(1) FS. Law Implemented 120.53(1)(a), 240.227(1) FS. History—New 10-1-91, Repealed 6-18-08.

AUTHORITY TO ADOPT/AMEND/REPEAL:

Art. IX, Fla. Constitution and Resolutions issued by the FL Board of Governors.

UNIVERSITY OFFICIAL INITIATING PROPOSED REPEAL: Dr. Ralph Wilcox, Provost and Sr. V.P.; Dr. Drema Howard, Director, Career Center.

WRITTEN COMMENTS CONCERNING THIS PROPOSED REGULATION MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE TO:

Dee Brown, Agency Clerk
Office of the General Counsel
University of South Florida System
4202 East Fowler Avenue, Suite ADM 250
Tampa, FL 33620-6250
Phone: (813) 974-7150; FAX: 813-974-5236; E-MAIL: usflegal@admin.usf.edu