

Lee Business School cultivates leaders who transform business in today's dynamic marketplace. Our team of professionals in the Career and Professional Development Office make it easy for employers to recruit our talented students. The following guidelines and policies are in place to guide and assist employers throughout the recruitment process.

Lee Business School Policies for Employers and Recruitment

Lee Business School ("LEE") recruiting policies are consistent with [Title VII of the Civil Rights Act](#). In addition, LEE is a [National Association of Colleges and Employers](#) (NACE) member school and adheres to the [NACE Principles for Ethical Professional Practice](#). In alignment with NACE Principles, LEE will:

1. Practice reasonable, responsible, and transparent behavior;
2. Act without bias;
3. Ensure equitable access;
4. Comply with all laws associated with local, state and federal entities;
5. Protect confidentiality.

LEE helps its students prepare for and achieve personally rewarding careers. As a result, LEE has developed the following practices with regard to the recruitment of its students:

LEE will:

- Guarantee equitable services for all students and employer partners;
- Ensure equitable access by proactively addressing inclusivity and diversity;
- Comply with all local and federal laws including but not limited to EEO compliance, immigration, and affirmative action;
- Respond to complaints of non-compliance in a timely and prudent manner;
- Adhere to the strict confidentiality of all personal information related to students and their engagement with services, programs, and resources as well as information related to professional plans.

LEE ***will not***:

- Select students for interview/hire on behalf of an employer;
- Make employment decisions for an employer;
- Discriminate on the basis of race, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability, age, or economic status.

Equal Employment Opportunity

LEE makes its services available only to those firms whose employment practices and procedures are consistent with the provisions of Title VII of the Civil Rights Act. These provisions prohibit discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record, or conviction record.

Job Board Policy

Lee Business School (“LEE”) at the University of Nevada, Las Vegas provides a service to its students by allowing employers to recruit its students using [Handshake](#). In providing this service, LEE seeks to maximize student choice in their selection of career-related employment. It is required that any employer using this service must abide by all applicable federal, state, and local laws prohibiting discrimination in hiring.

[Handshake](#) is for LEE students seeking full-time, part-time, and internship career-related positions posted by small and large businesses, government agencies, and non-profit organizations. **Third-party firms that wish to recruit LEE students will only be permitted to create a profile and post positions (see [NACE Principles for Third Party Recruiters](#)).** In addition, the firm must reveal the name of the client it is recruiting on behalf of in the job posting and must disclose its status as a third-party firm in the job posting. Positions that request donations, fees, or investments, or offer items or services for sale cannot be listed in [Handshake](#).

LEE reserves the right to refuse service to employers due to any of the following: requiring at the time of application personal information such as bank account and social security numbers; misrepresentation by dishonest information or absence of information; email accounts such as Yahoo, AOL, and Gmail that are not affiliated with the hiring organization; P.O. Box addresses; fraud; harassment of University of Nevada, Las Vegas students, alumni, or staff; breach of confidentiality; failure to adhere to these policies and/or any violation of University of Nevada, Las Vegas rules and regulations, as well as local, state, and federal laws.

Student Résumés

The résumés within [Handshake](#) are available to recruiting employers to fill positions within their company only. Any résumés or résumé information obtained through [Handshake](#) or LEE may not be referred or distributed outside of the employer’s company to other companies, organizations, or third-party firms.