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## UC IRVINE CAREER CENTER EMPLOYER GUIDELINES

A primary objective of the UC Irvine Career Center is to support employers in their efforts to recruit and hire UC Irvine students. We expect employers to abide by the following guidelines pertaining to all recruitment activities including, but not limited to: Handshake job and internship postings, On-Campus Interviews, Career Fairs, Information Sessions, Visibility Tables, and Resume Books. The Career Center requires that any recruiting organization or individual utilizing these services abide by all applicable federal, state, and local employment laws, including [Equal Employment Opportunity Commission laws](#), [University of California rules and regulations](#), and the National Association of Colleges and Employers (NACE) [Principles of Professional Conduct for Career Services](#). Accounting firms should also be familiar with the [UC Irvine Accounting Recruiting Policies](#). These aforementioned principles mirror our guidelines for recruitment activities involving UC Irvine students and alumni. Please refer to the detailed resources below.

[Employer Guidelines](#)

[On-Campus Recruitment Guidelines](#)

[Job Offer Guidelines](#)

[Exceptions and Consequences](#)

[2016-2017 Recruitment Calendar](#)

## EMPLOYER GUIDELINES

### [Handshake Postings](#)

Handshake is a web-based portal for publicizing bona fide full-time, part-time, seasonal, and short-term positions and other recruiting activities for small and large businesses, government agencies, nonprofit organizations, on-campus employers, households, and individuals. Employers are expected to be fully transparent when describing their organizations and posting information on Handshake. Job listings should have a start date, starting salary, and accurate position description of the responsibilities, expectations, and requirements. Please allow up to 3 business days for employer registration and/or job listing approvals. All job listings expire after 90 days. It is the employer's responsibility to refresh job listings as needed and to close listings after they have been filled. The Career Center does not accept international job listings from third parties. **Postings requiring donations, application fees, investments, purchase of training or start materials, or listings that offer items or services for sale cannot be advertised on Handshake.**

The Career Center reserves the right to refuse service to organizations or individuals due to any of the following:

- Requiring personal information at the time of application, such as bank and social security numbers
- Misrepresentation, whether defined by dishonest information or absence of information
- Fraud
- Harassment of UC Irvine students, alumni, staff, or faculty
- Breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA)
- Failure to adhere to Career Center Employer Guidelines
- Any violation of University of California rules and regulations
- Any violation of local, state, or federal laws

### [Alcohol](#)

Use of alcohol at any time during the recruiting process is inappropriate, on or off campus.

## Resources

[U.S. Equal Employment Opportunity Commission](#)

[Federal Laws Preventing Discrimination Q&A](#)

[Laws and Guidance](#)

[Americans with Disabilities Act: A Primer for Small Business](#)

U.S. Department of Labor

[Fact Sheet #71: Internship Programs under FSLA](#)

[Disability Resources/Job Accommodations](#)

[ODEP Building an Inclusive Workforce](#)

[ODEP Diverse Perspectives: People with Disabilities Fulfilling Your Business Goals](#)

U.S. Department of Education

[Family Educational Rights and Privacy Act \(FERPA\)](#)

Other Federal Workplace Laws & Resources

[Recruiting, Hiring, Retaining and Promoting People with Disabilities](#)

[Workplace Laws Not Enforced by the EEOC](#)

State of California

[State of California Employment Laws](#)

Professional

[National Association of Colleges & Employers \(NACE\) Principles for Professional Practice](#)

[NACE Position Statement: Internships](#)

## Start-Ups

The Career Center uses the criteria below to identify appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed significantly in their business development process so that they can:

- Provide a company name, business address, website and email address, and identify a principal as the key contact.
- Verify that they are not seeking potential partners or investors.
- Confirm that they have obtained the necessary business licenses and tax IDs as well as sufficient funding, including identifying their funding model and investors, if requested.
- Offer positions for pay, not just for equity; see *Compensation and Fees*.
- Provide clearly defined organization and position descriptions in Handshake.

## Confidentiality Guidelines

By registering on Handshake and submitting resumes and other application materials for opportunities posted on Handshake, students provide the Career Center authorization to release employment materials to those selected prospective employers. Employment professionals must maintain the confidentiality of all student information released to them, regardless of the source, including personal documents, written records/reports, and computer databases. This means there should be no disclosure of student information to another organization without prior written consent of the student, unless necessitated by health and/or safety considerations, in accordance with the Family Educational Rights and Privacy Act (FERPA).

## Employment Eligibility

The Career Center will not screen candidates based upon employment eligibility. Employers are encouraged to consult with their legal counsel and establish legally permissible internal screening procedures *before* recruiting on campus. Employers may include employment eligibility information in Handshake job descriptions as long as the stated requirements include legal, nondiscriminatory language. The Career Center reserves the right to modify or remove any non-compliant statements or job listings.

More information regarding the DOJ's recent decisions can be found at the following sites:

[http://www.justice.gov/crt/about/osc/htm/best\\_practices.php](http://www.justice.gov/crt/about/osc/htm/best_practices.php) or <http://www.justice.gov/opa/pr/2011/May/11-crt-705.html>

# ON-CAMPUS RECRUITMENT GUIDELINES

## Fairs

UC Irvine Career Fairs are for all currently enrolled UCI students and UC alumni registered for UCI Career Center [alumni services](#). Please do not invite outside participants to our Career Fairs. If you need to meet with an external candidate, or if an external candidate approaches you at a UC Irvine Career Fair, we ask that you kindly excuse yourself from the fair and meet with them outside. Career Center Graduate and Professional School Fairs are open to all UCI students, UC alumni, and community members.

## Cancellations and No-Shows

Cancellation requests made 61+ days in advance will receive a full refund. Requests made 31-60 days in advance will incur a cancellation fee of \$100. No refunds will be given for cancellations 0-30 days in advance or for employers who fail to attend an event for which they were a confirmed registrant.

## Recruiter and Representative Communication

It is the responsibility of the person registering for an event (i.e., the recruiter) to submit payment and communicate all event information received from the Career Center to attending representatives.

## Third-Party Recruiters

Third parties (e.g., employment agencies, contracted consultants, search firms) are not permitted to participate in UC Irvine Career Fairs unless directly recruiting for positions within their own organization. Third parties will be required to submit job descriptions in advance to [oci@uci.edu](mailto:oci@uci.edu).

## On-Campus Interviews (OCI)

To request an On-Campus Interview (OCI) schedule, click on “Interviews” in the left-hand navigation bar of your [Handshake](#) employer dashboard. From this page, select “Request Interview Schedule” in the top right-hand corner. On the next page you will need to select *University of California, Irvine* from the “School” menu to get started. For assistance, email [oci@uci.edu](mailto:oci@uci.edu) or call our Employer Relations staff at (949) 824-2666.

## Use of Facilities/Greeters

Interview schedules arranged by the Career Center must be used exclusively to interview current UCI students. Interviewing students from other schools and universities is strictly prohibited and will result in the permanent loss of recruiting privileges at UCI for the interviewer/employer. Greeters are permitted in the On-Campus Interview waiting area. Interview rooms may not be used for greeting or administrative purposes. Please indicate the number of greeters you will have in the comments section of your On-Campus Interview request or email [oci@uci.edu](mailto:oci@uci.edu).

## Third-Party Recruiting

Third parties (e.g., employment agencies, contracted consultants, search firms) are not permitted to utilize the OCI Program.

## “Room Only” Schedules

If you do not use Handshake to schedule interviews, a copy of your interview appointment times and applicants’ full names and email addresses must be submitted to [oci@uci.edu](mailto:oci@uci.edu) two (2) business days prior to the interview date.

## Cancellations and No-Shows

Interview rooms are in great demand. In the event you need to cancel your On-Campus Interviews, please email [oci@uci.edu](mailto:oci@uci.edu) no less than five (5) business days prior to your scheduled interview date. The Career Center can notify the students who are scheduled to interview.

## Second-Round Interviews

The Career Center does not allow students to cancel first-round interviews to attend second-round interviews. Students who do so face suspension of their campus recruitment privileges. The following expectations are in place for employers to ensure students’ ability to comply with our second-round policy:

- Employers scheduling second-round interviews should give a minimum of three (3) full business days’ notice of a second-round interview at an off-campus location (e.g., for a Wednesday interview, students must be notified by the previous Thursday). Employers must offer alternative dates for a second-round interview, without negative consequences, if the date originally suggested by the employer interferes with a student’s first-round interview on campus, an exam, or other valid appointment.

# JOB OFFER GUIDELINES

Students need time to make informed decisions when comparing and responding to offers. The following guidelines are intended to provide students and employers a fair and transparent framework for managing the offer phase of the process in this increasingly competitive job market. For all offers extended for summer internships or full-time employment with 2016 or 2017 start dates, **employers should allow a minimum of two (2) weeks from the date of the written offer, but preferably longer**, for students to accept or decline any offer.

## [Full Disclosure](#)

### [Full-Time/Return-Internship Offers to Summer Interns](#)

We ask that employers who extend a full-time employment or return-internship offer to a previous intern allow the student until Friday, November 4th to respond to that offer, without pressure to respond by an earlier date. In some cases, students may ask for extensions beyond these deadlines. We encourage you to accommodate their requests whenever possible. We appreciate the cooperation employers have shown in the past, and ask for your continued flexibility.

## [Start Dates](#)

All offer letters must include a start date. Students who interview with employers on campus expect to start work after graduation through mid-September (at the latest). Employers who anticipate start dates later than September 15th (for March or June graduates) must disclose this through the posted job description on Handshake as well as to the Career Center when scheduling On-Campus Interviews.

## [Basis of Compensation](#)

Employers who compensate employees based on a partial commission structure must give an accurate estimate of expected first-year earnings.

## [Written Offers](#)

Written offers should clearly state all appropriate terms and conditions including, but not limited to, position title/description, location, benefits, start date, salary, bonuses, etc. All bonuses or other incentives are to remain in full effect for the entire duration of the offer period.

## [Exploding Offers/Excessive Pressure](#)

The UC Irvine Career Center defines an exploding offer as any offer that does not conform to the aforementioned timetables. Employers should not make offers or pressure students to accept “early” offers, including those requiring a quick response time, nor should they attach incentives involving diminishing bonuses, reduced options for location preferences, etc. Asking a student to make a decision on the spot or providing the student with a hypothetical situation involving a potential offer are also considered inappropriate. Exploding offers put undue pressure on students to make decisions before completing the interviewing process. Students are not ready to make a final decision before completing all their interviews. Further, pressure to accept early compromises the Career Center’s efforts to enforce our student policy against renegeing.

## [Rescinding Employment Offers](#)

The UC Irvine Career Center strongly encourages employers to consider every alternative before revoking an offer of employment. Employers who cannot avoid rescinding or deferring employment offers should carefully review the NACE guidelines and follow the recommendations issued in their [position statement](#). NACE recommends that employers who must revoke an offer demonstrate that they have done everything possible to avoid rescinding offers, and to then consider alternatives. Alternatives may include changes in job responsibilities, salary reduction and/or reduced work weeks, changes in job locale, delayed starting dates, and other reasonable options.

## [Compensation and Fees](#)

- Employers offering paid positions must pay at least the California State minimum wage (calculated over any time scale such as hourly, weekly, semi-monthly, monthly, or annually).

- Organizations only offering stipend, unpaid, or volunteer positions must meet the organizational definitions/requirements that allow them to do so legally. They must clearly state the pay status when posting opportunities on Handshake. Consult legal counsel with questions.
- Commission Sales Positions: If no initial base salary is provided, the form of remuneration should be clearly stated in the employer's job descriptions and at the end of the initial interviews.
- The Career Center does not allow recruitment for positions requiring donations, application fees, investments, or the purchase of training or start materials. If a position requires new hires to pay fees for certain federal and state licensing requirements (e.g. real estate, securities, etc.), that must be clearly outlined in the Handshake posting.
- The Career Center reserves the right, at any time, to remove Handshake postings or decline further services to employers who do not abide by the Career Center Employer Guidelines.

### Timely Communication

Employers are expected to keep students informed of hiring timelines and their status in the hiring process, and to communicate hiring decisions within an appropriate time frame.

## EXCEPTIONS AND CONSEQUENCES

### Exceptions to Policies and Guidelines

The Career Center reserves the right to make exceptions to these guidelines as warranted by special circumstances (i.e., in certain situations deemed to be acceptable and beneficial to our students, the Career Center, the University, or recruiters using our services). Exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that the same decision will apply in the future.

### Consequences

**Employers** violating any of these guidelines may receive deferred interview dates or be denied access to the recruiting program for the following season. Each circumstance is evaluated independently on the level of the violation and related factors.

**Students** who violate our guidelines are required to meet with Career Center staff. Each case is evaluated independently. Consequences range in scope and can include forfeiture of all campus recruitment privileges.

## 2016-2017 RECRUITMENT CALENDAR

### Fall 2016

*Instruction Begins:* Thursday, September 22

*Career Center Information Sessions Begin:* Monday, October 3

*On-Campus Interviews Begin:* Monday, October 10

*Veterans Day Holiday:* Friday, November 11 (UCI Career Center closed)

*Thanksgiving Holiday:* Thursday-Friday, November 24-25 (UCI Career Center closed)

*Last Day of On-Campus Recruiting:* Friday, December 2

### Winter 2017

*Instruction Begins:* Monday, January 9

*Career Center Information Sessions Begin:* Monday, January 16

*On-Campus Interviews Begin:* Monday, January 23

*Martin Luther King, Jr. Holiday:* Monday, January 16 (UCI Career Center closed)

*President's Day Holiday:* Monday, February 20 (UCI Career Center closed)

*Last Day of On-Campus Recruiting:* Friday, March 17

### Spring 2017

*Instruction Begins:* Monday, April 3

*Career Center Information Sessions Begin:* Monday, April 10

*On-Campus Interviews Begin:* Monday, April 10

*Memorial Day Holiday:* Monday, May 29 (UCI Career Center closed)

*Last Day of On-Campus Recruiting:* Friday, June 9