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## UC IRVINE CAREER CENTER STUDENT GUIDELINES

UC Irvine Career Center services are designed to help students explore options, connect with opportunities, and succeed no matter what their career aspirations are. The Career Center expects students to adhere to the following guidelines pertaining to all recruitment activities including, but not limited to: Handshake, Career Fairs, On-Campus Interviews, and Job Offers. Students should familiarize themselves with the National Association of Colleges and Employers (NACE) [Principles of Professional Conduct for Career Services](#), [UC Irvine Career Center Guidelines for Employers](#), and [UC Irvine Accounting Recruiting Policies](#). These aforementioned principles mirror our guidelines for recruitment activities involving UC Irvine students. Please refer to the detailed resources below.

### [Handshake Guidelines](#)

#### [Fair Guidelines](#)

#### [On-Campus Interview Program Guidelines](#)

#### [Job Offer Guidelines](#)

#### [Exceptions and Consequences](#)

## HANDSHAKE GUIDELINES

### [Handshake Access](#)

Student Handshake accounts are tied to information the Career Center receives from the University Registrar. Unpaid fees or an outstanding balance may compromise a student's Handshake access.

- Handshake services are non-transferrable.
- Students are responsible for maintaining the confidentiality of login information. Students are responsible for all uses of their Handshake account, whether or not authorized by the student. If another person uses a student's password to access job listings or to post inappropriate material on the site, the student risks losing Handshake access. Students agree to notify the Career Center immediately of unauthorized uses of their Handshake account.
- Students agree to provide accurate and truthful information about their qualifications and educational background on Handshake, their resume, and any job-search documents uploaded to the system.
- Students will keep their profile information updated, including current contact information, email address, academic major, and class year.
- Students authorize the Career Center to release their resume to employers they select via Handshake and the On-Campus Interview Program and to include their resume in any opt-in Resume Books distributed to employers when they have actively submitted their resume.

## FAIR GUIDELINES

### [Fair Attendance Policy](#)

UC Irvine Career Fairs are for all currently enrolled UCI students and UC alumni registered for UCI Career Center [alumni services](#). Career Center Graduate and Professional School Fairs are open to all UCI students, UC alumni, and community members.

### [Why the Fair Attendance Policy](#)

This Policy is in place to ensure that individuals paying UCI Student Services Fees or UCI Career Center Alumni Services Fees have access to the Career Fairs funded by these Fees. Additionally, the Policy assists the Career Center in facilitating employers meeting the population of students they are seeking to hire through on-campus recruitment at UCI.

# ON-CAMPUS INTERVIEW PROGRAM GUIDELINES

## Eligibility

The On-Campus Interview (OCI) Program is offered exclusively to currently enrolled UCI students. Students from other schools and universities are not permitted to participate in this program.

## Policies

- Adhere to submission deadlines posted on each Handshake listing. Late submission requests will not be accommodated.
- Select interview time slots during the indicated time frame.
- Withdraw or cancel an interview via Handshake prior to the cancellation deadline.
- Cancellations received after the cancellation deadline posted on Handshake will be subject to the no-show policy.
- Arrive on time for scheduled interviews.
- Wear appropriate attire. The Career Center reserves the right to cancel interviews for inappropriately dressed students.

## Cancellations and No-Show Policy

The Career Center requires that all students participating in the OCI Program cancel interviews in advance if they cannot attend a scheduled interview. When you fail to cancel your interviews in a timely fashion, or do not appear for your interviews, your actions reflect poorly on you and on the University as a whole. Not only do you inconvenience the employer, but you may also deprive another student of a valuable interview opportunity. These situations may have serious implications on the University's overall relationships with employers. The Career Center treats these incidents seriously and advises students to take note of the following requirements:

- Interviews canceled within 72 hours of the scheduled time will be considered a no-show.
- If a student does not show up for a scheduled interview and does not notify the Career Center with an appropriate explanation, the student will be suspended from OCI privileges until a letter of apology is written to both the employer and the Career Center. Any student having two no-shows will lose access to the OCI Program.

## 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 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.

## Managing the Job Offer Process

During this important phase of the job search:

- Make sure that the terms and conditions of an offer are clearly defined in writing (job duties, salary, bonuses and other benefits, starting date, work location and schedule, etc.). If a formal offer letter does not follow a verbal offer, or if further clarification about the written terms is needed, follow up with the employer immediately.
- Do not hoard offers. If not interested in a particular offer at all, let the employer know immediately.
- Do not be pressured by “exploding offers” (see definition below). The Career Center’s two-week offer guidelines are intended to protect students from any undue pressure.
- Understand that offers may not be negotiable, even in a competitive market. Be realistic about expectations and conduct appropriate research before approaching an employer to discuss any terms or conditions of the offer.
- Accept an offer only after careful consideration. Do not make rushed decisions.
- Notify organizations of a decision regarding offers in the timeframe agreed upon. If more time is needed, contact the organization for a possible extension. It will be the employer's decision whether to grant an extension request.
- After accepting an offer, withdraw applications and/or cancel interviews with other employers. If holding other pending offers, immediately notify those organizations of a final decision.
- Do not renege after accepting an offer. By not honoring a professional commitment, a situation is created that damages both your reputation and that of the University amongst employers.

## Timely Communication

Employers are expected to inform students of hiring timelines and their status in the hiring process, and to communicate hiring decisions within an appropriate time frame. Students are encouraged to contact employers well before the offer deadline if they have any questions or concerns about their offers, including needing more time to make their decisions.

## Full Disclosure

### Start Dates

All offer letters must include a start date. Employers who anticipate start dates later than September 15th (for March or June graduates) must disclose this in their Handshake posting and 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.

### Full-Time Offers to Summer Interns

Employers who extend a full-time employment offer to a previous intern must allow the student until Friday, November 4th to respond to that offer, without pressure to respond by an earlier date. Students may ask for extensions beyond these deadlines. Employers are encouraged to accommodate requests whenever possible.

### Exploding Offers/Excessive Pressure

The 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. Employers 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.

### Reneging on an Offer

The Career Center strongly discourages the practice of reneging on an offer, which is defined as declining an offer after originally accepting an offer, or accepting multiple offers simultaneously and choosing between them. This damages the reputation of the student and the University and can result in a student being “blacklisted” or removed from potential employment with other employers. The University understands that there can be unforeseen circumstances that lead to reneging on an offer, but such circumstances should be addressed with a Career Center counselor in advance.

## **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. 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

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. The Career Center reserves the right to revoke student privileges at its sole discretion.