



UC Irvine Division of Career Pathways Employer Job and Internship Guidelines

A primary objective of the UCI Division of Career Pathways 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, and Visibility Tables.

Employers who wish to recruit UCI students and alumni through job postings, events, or interviews are expected to interact with students, alumni, and staff in a professional and ethical manner. To recruit for employment, UCI and the Division of Career Pathways expect all employers and their representatives to abide by all applicable federal, state, and local employment laws, including the Equal Employment Opportunity Commission (EEOC) guidelines for [Prohibited Employment Policies and Practices Overview](#) and the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](#). We recommend employers be familiar with EEOC and NACE standards prior to posting positions or participating in recruiting events.

Employers are also invited to join the Division of Career Pathways Alliance Group (DCPAG), our signature partner program that helps companies elevate their recruitment and involvement with UCI.

Handshake

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, and on-campus employers. Employers are expected to be fully transparent when describing their organizations and posting information on Handshake.

Job/Internship listings should have a start date, end date, starting salary, accurate position description of the responsibilities, expectations, requirements, and relevant details regarding steps in the application process. Employer information must be fully completed including physical address, contact information, and functioning website. Please allow 3-5 business days for employer registration and/or job listing approvals. It is the employer's responsibility to refresh job listings as needed and to close listings that have been filled.

Handshake Requirements – Employer Accounts

Employers requesting to connect with UCI on Handshake must demonstrate all of the following minimum requirements:

- Organization name.
- A full physical street address and phone number (residential/private addresses cannot be accepted) that must be easily identifiable as a place of business.
- Full name of organizational contact.
- Corporate email address associated with the organization website domain (Gmail, Yahoo, Hotmail, etc. will not be accepted). Individual contact names and email addresses should match whenever possible.
- Registered business license in the state of business or the city they are located in.
- A functioning website that clearly relates to your employer/organization and contains helpful information about your company for the potential applicant; website should not be in a pre-launch/beta phase nor contain "coming soon" language. Social media sites (Facebook pages, blogs, Twitter feeds, etc.) will not be accepted.

Handshake Requirements – Job/Internship Postings

All job and internship listings are approved at the discretion of The Division of Career Pathways and we reserve the right to decline and/or remove a posting if it does not appear to support the best interests of students, alumni, and or the university. Prohibited postings include, but are not limited to:

- Postings that discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, gender, or other protected classes.
- Postings that require an investment of cash or other purchases (i.e., donations, application fees, investments, purchase of training materials, or listings that offer items/services for sale).
- Postings that require personal information at the time of application, such as bank and social security numbers.
- Anonymous postings and/or postings submitted by third-party recruiters who do not identify themselves as such and/or do not provide us with their client contact information.
- Postings from businesses that pay students in Bitcoin/cryptocurrency/blockchain.
- Postings that are deemed as misrepresented, fraudulent, and/or contains dishonest or absent information.
- Postings that breach confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
- Postings that fail to meet the Division of Career Pathways Employer Guidelines or include any violation of University of California rules and regulations, and/or local, state, or federal laws.
- The Division of Career Pathways accepts international positions offered by multi-national companies with headquarters in the United States of America.
- Third Party Employers and Staffing Agencies must identify themselves as such in their Handshake profile and in each job posting.

- The Division of Career Pathways defines third party recruiters as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations rather than for internal positions. Examples are employment agencies, search firms, contract recruiters, venture capital firms acting on behalf of their portfolio companies, and online job postings or resume referral services. See more at [NACE Principles for Professional Practice](#).
- The following guidelines should be met:
 - Positions must be for a specific opening.
 - The company name of the employer client must be disclosed.
 - Postings cannot contain links to websites to advertise your company or website, your job posting area, or encourage the student to e-mail for other openings or details.
 - Only release candidate information provided to the identified employer in accordance with the Family Educational Rights and Privacy Act (FERPA). Re-disclosure of candidate information to any other parties is not permitted.
- The Division of Career Pathways does not accept international job listings from third parties.
- Failure to abide by the above-referenced requirements will result in loss of access employer services at the Division of Career Pathways.
- Commission-based positions may be posted on Handshake only under the condition that the employer meets the following guidelines:
 - Employers must disclose that compensation is based partially or solely on commission.
 - Employers must disclose that the opportunity is running one's own business through a franchise.
 - Training and/or materials must not require the payment of non-refundable fees.
 - The recruitment of others must not be a requirement for any part of compensation.
 - Salary ranges must be listed from the minimum range (\$0.00) up to the maximum range (max cap salary for the position).
 - Part-time and internship positions must not have a salary that is 100% commission.

Job Posting requests on Handshake must adhere to the following:

- Position description should be detailed with thorough overview of responsibilities and explanation of qualifications, general areas of expertise, and experience needed to qualify for the position.
- Posting must clearly state the salary or range of salary if a compensated position.
- All steps for the application process must also be stated, giving necessary contact information.
- Company profile information must be complete and accurate including a functioning email address, website, and physical location.

Start-Ups and Entrepreneurial Employment

The Division of Career Pathways 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, 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.
- Provide clearly defined organization and position descriptions in Handshake.
- Have a registered business license in the state of business or the city in which they are located.

Confidentiality Guidelines

By registering on Handshake and submitting resumes and other application materials for opportunities posted on Handshake, students provide the Division of Career Pathways 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 Division of Career Pathways 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 Division of Career Pathways reserves the right to modify or remove any noncompliant 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 or <http://www.justice.gov/opa/pr/2011/May/11-crt-705.html>

Unpaid Internships

Prior to starting to review unpaid internships, please review the following items:

- [What Type of Position are You Offering?](#)
 - This will help you gain an understanding of the key differences between a volunteer opportunity, an unpaid internship, a paid internship, and a part-time job.

- [FLSA Standards, Criteria for an Experience to be Defined as an Internship, and Limitations of unpaid internships](#)
 - These are the legal parameters of what counts as an internship.

THE BASICS

- Unpaid internships must clearly provide a learning opportunity for the student with clearly defined goals and objectives.
- Unpaid internships must also provide training that would be similar to what is given in an educational environment.
- Unpaid internships cannot fall in any one of the following categories: sales, administrative support, reception, customer service, marketing, social media, graphic design, and anything related to computer support or programming.
- The Division of Career Pathways does not accept international job listings from third parties.

WHAT TO LOOK FOR

To be approved for academic credit, the internship must demonstrate that there is deliberate intent to teach the student. The following criteria are used to evaluate validity:

1. **Description of Tasks:** The majority of tasks (80%) must be professional or para-professional in nature and sufficiently complex to earn college credit. Some clerical and general office work is acceptable, but it should not be the main focus.
2. **Training:** To ensure each student has a sufficient learning experience above and beyond the general assignment of tasks, internship sites should incorporate a variety of training opportunities throughout the internship. Examples of training include:
 - a. General employee/internship orientation (mandatory) including information about your organization, history and philosophy, company policies, work safety policies, etc.
 - b. Weekly scheduled one-on-one mentor meetings.
 - c. Use of technology tools for real-time editing and review of documents/projects.
 - d. Workshops/skills training – professional development workshops or training, webinars, etc.
3. **Supervision:** Contact information of the supervisor for the intern is required to confirm the supervisor is sufficiently qualified in the intern's proposed tasks/field or in managing interns. This person should provide consistent supervision, be available to the intern for questions and feedback, and have time scheduled each week to specifically work with the intern. This person may also be asked to evaluate the intern's performance.
4. **Learning Outcomes:** A list of industry-specific skills that you expect the student to acquire by the end of the internship must be outlined. Supervisors should identify 3-5 key areas of growth in industry related knowledge, skills, and abilities gained through the internship that will help the student in successful career advancement upon the conclusion of the internship.

The U.S. Department of Labor's [approved list of Knowledge, Skills and Abilities \(KSAs\)](#) related to your field. To use this site, enter a position title into the search box and choose the position that is the best match for the one being offered; you may want to select some of the associated KSAs in your position description.

5. **Payment:** There must be no requirements for the student to pay the employer in any form for any part of the experience. The employer expects no immediate advantage from the activities of the intern.