

University of California, Irvine Division of Career Pathways Employer Recruiting Guidelines and Policies

A primary objective of the UCI (University of California, Irvine) Division of Career Pathways (DCP) 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.

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.

Individuals and organizations can help the Division of Career Pathways maintain a professional, fair, and successful recruiting environment for all parties concerned by acting in accordance with the policies outlined in this document and as it pertains to our:

- Event Participation Policies
- Job Offer Guidelines

To foster a strong working relationship, we also encourage you to partner with the Division of Career Pathways when recruiting at UCI. Employers are also invited to join the Division of Career Pathways Anteater Alliance (DCPAA), our signature partner program that helps companies elevate their recruitment and involvement with UCI.

Handshake

The Division of Career Pathways utilizes Handshake as its campus career management platform. 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. Handshake access also allows employers to remain up to date with campus activities, recruitment events, career fair registrations, and submitting requests for campus interviews and information sessions.

All 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 possess all 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 city they are 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, LinkedIn, personal 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 based on 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., application fees, membership fees, refundable deposits, 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.
- Postings that involve on-campus solicitation or promotion, posting of materials, or sale of products and services as a condition of employment (i.e. campus ambassador or related positions).
- Postings from organizations who place and organize volunteer abroad positions.
- Postings for personal service-oriented opportunities such as babysitting, gardening, private tutoring, pet/housesitting, or other jobs where an employee will work out of someone else's dwelling (house, apartment, etc.).
- Postings from organizations recruiting volunteer opportunities.
- 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 misrepresented, fraudulent, and/or contain 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 locations in the United States of America.
- 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 a 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.
- Postings offering paid positions must pay at least the applicable federal, state or local minimum wage (calculated over any time scale such as hourly, weekly, semi-monthly, monthly, or annually).
- Note on California based positions: California's salary range disclosure law requires employers in California with 15 or more employees to post salary ranges on all active job postings.
- Postings must clearly outline any requirements for new hires to pay fees for certain federal and state licensing requirements (e.g. real estate, securities, etc.).
- 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.

Third Party Employers and Staffing Agencies

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.
- If requested by the Division of Career Pathways, provide in advance a list of the employer clients for whom they are recruiting, and, if requested after review, provide a copy of the retainer(s) signed by their employer client(s) authorizing them to act as their sole campus representatives.

- 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 to employer services at the Division of Career Pathways.

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 and sufficient funding, including identifying their funding model and investors, if requested.
- Offer positions for pay that meet state/federal minimum wage requirements, 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.

Organizations who do not meet these guidelines can contact the Division of Career Pathways to discuss alternative access to services.

Network Marketing Organizations

Network marketing organizations and franchises (including multi-level marketing [MLM], pyramid selling, and/or referral marketing) are not defined as “employers” by the Division of Career Pathways and are not eligible to participate in any employer services. Organizations that engage in the following are Network Marketing Companies:

- Sponsoring individuals to set up their own businesses for selling products or services and/or recruiting others to do the same
- Compensating the sales force not only for their personal sales, but also for the sales of those they recruit, creating a downline of distributors and a multi-level hierarchy of compensation.
- Requiring an initial investment from individuals, with the organization itself acting as an umbrella or parent corporation. This investment may take the form of a fixed fee, payment for attending an orientation or training session, and/or purchase of a starter kit.
- Compensating individuals primarily through straight commission based on fees from those under their sponsorship in the organization, and/or a percentage of sales generated by others.
- Requiring “employees” to collect and deposit their gross paycheck amount from the organization, then deducting money for advertising, promotion, administrative, or other back-office costs before releasing the remainder as a net paycheck.

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). Any contact information collected from job seekers is only to

be used for the purpose of contacting the job seeker about employment opportunities with your organization. Job seekers' contact information is not to be used to make sales or marketing fee-based services.

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 if 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>

Exceptions to Policies and Guidelines

The Division of Career Pathways reserves the right to make exceptions to these policies and guidelines as warranted by special circumstances (i.e., in certain situations deemed to be acceptable and beneficial to our students, the Division of Career Pathways, 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.

Employer Code of Conduct

In order to facilitate a positive recruitment process, we require employers and their representatives, including but not limited to employees, recruiters, and representatives acting on behalf of an employer, to behave in a manner that best exemplifies the values of their organizations and that comports with the Principles for Ethical Professional Practice of the National Association of College and Employers (NACE) and the following guidelines:

- All on-campus recruitment must be pre-approved by the Division of Career Pathways offices. This includes class presentations and tabling.
- All employers must abide by all financial payment policies and deadlines communicated during registration.
- Professional, ethical, and respectful language and behavior are expected when engaging with or around students and staff.
- Maintaining a positive, collaborative, working relationship with DCP (Division of Career Pathways) staff. This includes meeting deadlines for on-campus visits, providing information and data requested to promote a position, providing information requested by the DCP office and its staff, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA).

We reserve the right to refuse service to employers at the discretion of our office due to any objectionable activities, including, but not limited to: requiring at the time of application personal information such as bank and social security numbers; misrepresentation by dishonest information or absence of information; student complaints; fraud; harassment of UCI students, alumni, or staff; breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA); failure to adhere to the Division of Career Pathways policies or any violation of University of California, local, state, or federal laws.

A Note on Internships

According to the [National Association of Colleges and Employers \(NACE\)](#), an internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting. This includes internships conducted in-person, remotely, or through hybrid modalities.

Our students are eligible to participate in various internships, including traditional full-time summer internships and non-traditional internships during the academic quarter (part-time/project-based).

The Division of Career Pathways strongly encourages all employers to offer paid internship opportunities. To assist in determining the appropriate type of internship for your organization, please review the following resources:

- [What Type of Position are You Offering?](#) This resource outlines the key differences between volunteer opportunities, unpaid internships, paid internships, and part-time jobs.
- [FLSA Standards and Internship Criteria](#) This document details the legal standards for defining an internship and the limitations of unpaid internships.

Criteria for Unpaid Internships

For an experience to qualify, and be approved, as an unpaid internship, it must adhere to the [NACE definition](#) and meet the following criteria:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be to advance the employer's operations or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

In addition to the above criteria, the Division of Career Pathways does not approve the following types of internships:

- **Prohibited Categories:** The internship must not fall into any of the following categories: sales, administrative support, reception, customer service, marketing, social media, graphic design, or anything related to computer support or programming.
- **Third-Party Listings:** The internship must not be an international job listing from third parties.
- **Payment:** There must be no requirements for the student to pay the employer in any form for any part of the experience. Also, the employer should not expect any immediate advantage from the intern's activities.

By adhering to these guidelines, employers can ensure that their internship offerings provide valuable, educational, and professional experiences for students while complying with legal standards.