

ON-CAMPUS RECRUITING POLICIES AND PROCEDURES 2011-2012

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GENERAL INFORMATION

We are pleased that you have come to The University of North Carolina-Chapel Hill for assistance with your employment needs. Our office offers many services to help you identify the right candidates for your openings. This document summarizes our **on-campus** recruiting policies and procedures. Please let us know if you wish to obtain information on some of our other employer services, such as resume referral, career fairs, etc. We invite you to view our home page at <http://careers.unc.edu>.

UNC-Chapel Hill is on the semester system, and students graduate in May, December, and August. University Career Services provides services for undergraduate and graduate students. ***Separate career offices are maintained for students in [MBA](#), [Master of Accounting](#), [Law](#), [Medical](#), and [Dental](#) programs.***

ON-CAMPUS RECRUITING PROGRAM

University Career Services utilizes Careerolina (the NACELink/Symplicity CSM), allowing all on-campus recruiting logistics to be available on-line via our Web Page. As an employer, once you have contacted our office and have established your visit date, you may enter your job descriptions/requirements on-line, view/download/print resumes submitted by students for consideration, and make your prescreen selections on-line. You also may view your interview schedule at any time, and you may send email messages to students from this system.

For questions, concerns and assistance related to the technical process of entering job descriptions, reviewing, downloading/printing prescreening documents, scheduling or campus questions, please contact our Recruiting Coordinator, Julie Pendergraph, at 919-962-7886 or julie_pendergraph@unc.edu.

ON-CAMPUS RECRUITING ELIGIBILITY

On-Campus Recruiting is a time, marketing and staff-intensive service offered by UCS. In order to participate in this program, employers and their related positions must meet the following criteria:

- Employers ensure that all recruiting professionals are trained and understand how to professional represent their employer
- Employers will abide to the DOJ guidelines regarding Visa Type and Work Authorization.
- Employers may only interview UNC-Chapel Hill students in University Career Services.
- Employers will refrain from using alcohol in recruiting activities.

- Employers must fully disclose to UCS and students/alums the structure of their compensation packages and business costs incurred through the first year of employment.
- Employers using third-party recruiting organizations are allowed to use this service if the third-party recruiter conducts business under the employing organization's name and recruits for only one position.
- Employers must abide by federal and North Carolina EEO guidelines.
- Employers must abide by the [Principles of Professional Conduct for Career Services Professionals](#).
- Any tests administered on campus must be validated by EEO.
- Employers must not solicit or sell their products or services during the course of recruiting.
- Employment offers must not be contingent upon candidates paying fees related to such employment.
- Positions must be salaried/hourly (commission-only positions are not allowed to participate in this service).
- Positions may not be multi-level or pyramid marketing opportunities.
- Employment offers must be made by the employer participating in On-Campus Recruiting .
- Employment offers must be good-faith positions that require no further conditions (i.e. passing an examination at the end of a brief training period) other than continued satisfactory performance of duties and responsibilities contained in the job description.

Please contact the Director of UCS if you have any questions regarding these criteria.

NACE PRINCIPLES

University Career Services (UCS) at The University of North Carolina at Chapel Hill (UNC-Chapel Hill) offers assistance to employers and individuals in accordance with the [Principles of Professional Conduct for Career Services Professionals](#) outlined by the National Association of Colleges and Employers (NACE).

Likewise, UCS expects that employers act in accordance with the [Principles of Professional Conduct for Employment Professionals](#) outlined by NACE. These principles guide our policies for university recruiting activities.

ON-CAMPUS RECRUITING SCHEDULE

Fall 2011 Recruiting: September 19, 2011 – December 7, 2011

Spring 2012 Recruiting: January 9, 2012 – April 25, 2012

No Recruiting: September 23, 2011 (*Kenan-Flagler School of Business Symposium -Business Majors not available for interviews*)

No First Round Recruiting: October 19, 2011

Fall Break: October 20-21, 2011

Thanksgiving Holiday: November 23-25-2011

MLK Holiday: January 16, 2012

No Recruiting: March 2, 2012

Spring Break: March 5-9, 2012

Spring Holiday: April 6, 2012

Most campus interviews are 30 minutes, although you may request other lengths of time. The typical schedule begins at 8:30 a.m., with breaks from 10:00-10:15, 11:45 - 1:00 and 3:00-3:15 p.m., and concludes at 4:45 p.m., thus allowing you to interview thirteen students per schedule. **Additional breaks and changes to the day may be scheduled at your request.**

Interview rooms are located on the 4th and 2nd floors of Hanes Hall. Occasionally, we may need to schedule interviews at other on campus locations due to space constraints.

Many employers schedule far in advance, so we encourage you to reserve recruiting dates as soon as possible in order for us to be able to accommodate you on your desired date.

Carolina Career Partners may schedule **2012-2013** on-campus recruiting dates beginning **April 1, 2012**. All other employers may schedule beginning **May 1, 2012**.

HOW TO SCHEDULE INTERVIEWS

Please contact our Recruiting Coordinator, Julie Pendergraph, at (919) 962-7886 or julie_pendergraph@unc.edu, to schedule your visit to campus. You will be asked for preferred dates, contact name, address, phone/fax, and number of schedules (interview rooms) desired. A confirmation letter will be emailed to you once you have scheduled a date, which will allow you to enter on-line the details about the position(s) and your organization's requirements. Also included with the confirmation letter will be the Prescreen Calendar (***please pay close attention to the deadlines specific to your interviewing date***).

SIGN-UP SYSTEMS

We offer you the choice between open or prescreening student sign-up schedules. **Prescreening** allows you **advance review** of resumes of students who have indicated an interest in your positions and **total or partial preselection** of students for your campus interview; **Open Sign-Up** means that students who meet your qualifications sign-up on a first-come, first-served basis. We highly recommend that you use prescreening, since it usually generates a greater student response. If you choose to use **prescreening**, you will be able to review/print/download resumes of all students who indicate that they wish to interview with you. You will have approximately ten days to review the resumes and make your prescreen selections on-line. We also recommend that you select several alternates, since some of the students whom you select may not actually sign-up for an interview with your organization. Slots not filled by pre-screened or alternate students will be made available to all students who meet your specified criteria. If this is not acceptable, please request a totally **closed schedule**.

Job descriptions must be entered on-line at least six weeks in advance of your visit.

PUBLICITY AND INFORMATION SESSIONS

If you wish to schedule an information session, please contact Julie Pendergraph. Please notify us four weeks in advance. You may use our facility, including a/v equipment, free of charge if it is available and if your presentation will conclude by 7:00 pm. If you wish to serve food, you must complete the UCS Catering Agreement. If our facility is not available, we can schedule your session in a UNC Classroom (food may not be served in classrooms). You may also directly schedule at any off campus facility. Your information session will be available online for students in Careerolina. However, if you wish to have us promote your opportunity the following fee based options are available:

- **UCStubes:** three flat-screen monitors placed strategically around the University Career Services (UCS) office to promote services and programs of UCS as well as employers. Contact Karen Thompson at 919-962-8059 or karent@email.unc.edu for pricing and requirements.
- **Daily Tar Heel:** The student run newspaper. Contact advertising at (919) 962-1163.

We will also send out one email on your behalf for FREE. Please send your email message to [Julie Pendergraph](#). Flyers need to be in PDF format.

Facilities arranged by University Career Services are to be used solely to speak with students from the University of North Carolina at Chapel Hill who are eligible for service from University Career Services. Exceptions to this policy must be requested to the Director in advance of your visit. UCS has the right to request names of candidates interviewed in instances where an organization is setting-up its own schedule.

EMPLOYMENT OFFERS/JOB ACCEPTANCE POLICY

UCS requests that you abide by the following policy in order to allow our students sufficient time to carefully consider their employment options and to make informed decisions.

- ***Full-time Offers to Your Summer 2011 Interns***
Students should be given until November 1, 2011 to accept/decline offers so that they may participate in fall on-campus recruiting.
- ***Full-time Offers from Fall 2011 On-Campus Recruiting***
Students graduating in May-August 2012 should be given until December 1, 2011 or a minimum of three weeks (whichever comes later) to accept/decline offers.

Students graduating in December 2011 should be given a minimum of three weeks from the date of the offer to accept/decline.

- ***Full-time Offers from Spring 2012 On-Campus Recruiting***
Students should be given until March 1, 2012 or a minimum of three weeks (whichever comes later) to accept/decline offers.
- ***Internship Offers for Summer 2012***
For highly competitive industries such as Investment Banking, Commercial Banking and Consulting, students should be given until February 15, 2012 or a minimum of one week (whichever comes later) to accept/decline offers.

For all other employers in less competitive industries students should be given until December 1, 2011 or a minimum of one week (whichever comes later) to accept/decline offers.

These deadlines may be negotiated with UCS depending on non-competing industries.

UCS requests that you not make exploding offers to students or make any offer that does not allow for timely consideration by our students, as stated in the above guidelines.

In the spirit of collaboration, we hope that you will inform us of any offers you make that must be withdrawn or significantly changed and that you let us know of any of our students who renege on an acceptance of an internship or full-time job offer.

NOTE: If this policy is restrictive in light of your current business conditions, please contact the Director of UCS to discuss your organization's needs.

ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES

University Career Services at The University of North Carolina at Chapel Hill is committed to ensuring that all students, faculty and employers are afforded every opportunity to participate in the activities offered by this Office. If, due to a disability, you require accommodation to utilize our services, please contact the office at (919) 962-6507 and let us know how we may assist you.

NOTE: Final approval to use UCS' facilities and services rests with the Director of UCS and may be revoked if these policies or the NACE Principles are violated. The permission to use UNC-Chapel Hill's facilities does not imply University approval or endorsement of the policies, practices, or products/services of the recruiting organization/individual.