On-Campus Recruiting Policies

All students participating in On-Campus Recruiting (OCR) are responsible for knowing the policies.

Profile and Resume/CV Accuracy

Please remember to review and update your profile and documents each semester or whenever any information changes (address, phone number, email, graduation date, major/discipline, etc.)

It is a violation of the Honor Code to knowingly enter inaccurate information regarding your major/discipline, degree level, GPA, graduation date, or work authorization in your UCS profile or on the resume/CV you submit to UCS. Discovery of falsification will result in suspension of access to UCS services and may be reported to the Honor Court.

Information for Students Studying Abroad

If you will not be on-campus to interview in person, follow these steps.

1. Notify the employer that you are abroad and will need to interview via Skype. The employer will then let you know if they are willing to skype.

2. Notify Julie Pendergraph (julie_pendergraph@unc.edu) at UCS of the employer/date/time of your interview so that you can be added to the Skype schedule.

3. You will need to have Skype for Business loaded on your laptop. If you do not already have it, it can be downloaded from UNC IT Services at https://help.unc.edu/help/skype-for-business-setup/. The UNC IT Help Desk offers a Chat service via https://help.unc.edu Monday-Friday from 8 am – 5 pm EST. They can assist you with the download and setup. Make sure that you test audio and video to make sure that it is working. UCS will connect you with the employer on the day of the interview.

Illness or Emergencies

If you are ill or have an emergency on the day of the interview, call UCS at 919-962-6507 ASAP so that we may notify the employer on your behalf. Please do not contact the employer directly.

Late Cancellations

You may change the time or cancel an interview online via Handshake any time before midnight two business days before the interview. (For example, an interview scheduled for Wednesday can be cancelled online before midnight on Monday. An interview scheduled for Monday can be cancelled online before midnight the previous Thursday.)

If a situation arises that requires you to cancel an interview scheduled to occur within two business days, you MUST call UCS at 919-962-6507 to cancel your interview. Please do not contact the employer directly. **NO VOICE MAIL OR EMAIL CANCELLATIONS WILL BE ACCEPTED.** Failure to cancel will be
considered a No-Show. (While we realize that emergencies do occur, we want to impress upon you the fact that campus recruiters invest a great deal of time and money in their visits. A late cancellation results in wasted time for the recruiter and a missed opportunity for another UNC-CH student to interview.)

If you have had a late cancellation, you will receive an email from UCS informing you that your interviewing privileges have been temporarily suspended. To have your interviewing privileges reinstated after a late cancellation, you must write a letter of apology to the employer and bring it to UCS with a stamped envelope addressed to the employer. The recruiters’ contact information is available in notebooks on the 4th Floor Waiting Area, Hanes Hall.

The On-Campus Interviewing Sign-up System will not allow you to sign up for further interviews until these conditions are met. If a student has two late cancellations, interview privileges may be permanently revoked.

**No-Show**

Failure to appear for a scheduled interview without calling to cancel is considered a “no-show”. While uncommon, this is considered a serious violation of our office policies, as it reflects very poorly on both the student and UCS. By not fulfilling the obligation initiated by signing-up for an interview, the student wastes the interviewer's time and prevents the use of the interview slot by another interested student.

If a student is a no-show for a scheduled interview, he/she will be required to meet in-person with a member of the UCS Leadership Team before being allowed to interview for any additional positions in Handshake.

Should a student commit two no-shows over the course of their time at UNC, all Handshake privileges will be permanently suspended.

**Accepting a Position**

- Once you accept a fulltime position, you should no longer participate in any additional job-seeking activities (It is unethical to continue to interview once you have accepted a position).
- We ask that you please contact UCS to complete the First Destination Survey, which tracks outcomes of students. All of your personal information is kept confidential and only reported out in aggregate form.
- UCS will deactivate a student's account once we are informed by the student or an employer that an offer for full time employment or entrance into graduate school has been accepted.
EMPLOYMENT OFFERS/JOB ACCEPTANCE GUIDELINES GIVEN TO EMPLOYERS

UCS believes it is best practice for employers to allow students sufficient time to carefully consider their employment options and to make informed decisions and asks you to adhere to the following guidelines:

**Full-time Offers to Your Summer 2019 Interns**
- Students should be given at least **four (4) weeks from the written offer or until October 15, whichever is later**, to accept/decline offers. This will allow students time to review their upcoming OCR employment opportunities.

**Full-time and Internship Offers from Fall 2019 On-Campus Recruiting**
- Students should be given a minimum **four (4) weeks from the written offer or until October 15, whichever is later**, to accept/decline offers extended as part of the OCR Program.

**Full-time and Internship Offers from Spring 2020 On-Campus Recruiting**
- Students should be given a minimum **four (4) weeks from the written offer** to accept/decline offers extended as part of the OCR Program.