

All students participating in On-Campus Recruiting are responsible for knowing the on-campus interviewing policies.

Profile and Resume/CV Accuracy

It is a violation of the Honor Code to enter inaccurate information regarding your major/discipline, degree level, GPA, graduation date, or work authorization on your user profile or resume/cv. **Falsifying information on your profile or resume/CV will result in suspension of access to UCS services and may result in further action.** It is your responsibility to ensure that ALL information in your account is accurate. Please remember to review and update your profile whenever any information changes (address, phone number, email, graduation date, major/discipline, etc.)

Applying to OCR positions

Employers will complete two questions in the job description. 1) Are you willing to interview students traveling or studying abroad for this position via telephone or skype. 2) Sponsorship – Will you consider students who will now or in the future require employment visa sponsorship?

- If you will not be on-campus to interview in person and the employer has checked **NO** to phone/skype interview question, you should not apply through Careerolina. Students are welcome to email the contact directly for other interview options.
- If an employer has checked **NO** to the sponsorship question and you will require sponsorship, do not apply for an OCR interview through Careerolina.

Illness or Emergencies

If you are ill or have an emergency on the day of the interview, call UCS at 919-962-6507. Our office opens at 8am. Failure to keep your interview appointment is a serious matter. While you may ask someone else to call for you, you will be held responsible if they fail to do so. It will be considered a No-Show (with the corresponding penalty). **Please do not call the employer directly. UCS will not accept cancellations made directly to the employer or sent to UCS by email. You must speak with a UCS Staff member.**

Late Cancellations

You may change the time or cancel an interview online any time before midnight two business days before the interview. (For example, an interview scheduled for Wednesday may be cancelled online anytime before midnight on Monday. An interview scheduled for Monday may be cancelled online anytime before midnight the previous Thursday.) See Late Cancellation section below.

Once you can no longer cancel online, it is considered a LATE CANCELLATION. You MUST call UCS at 919-962-6507 to cancel your interview. 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.) **Please do not call the employer directly. UCS will not accept cancellations made directly to the employer or sent to UCS by email. You must speak with a UCS Staff member.** See No Show section below.

If you have had a late cancellation, your interviewing privileges will be suspended. (You will receive an email regarding the details of the suspension.) 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 another copy and a stamped envelope addressed to the employer. The recruiter's name and address are 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 will be revoked.

No-Show

Failure to appear for a scheduled interview without calling to cancel is a discourtesy which we and the recruiters take very seriously. 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.

Before a student who no-shows will be allowed to sign up for further interviews she/he must:

1. Write a letter of apology to the recruiter and provide a copy of that letter to UCS. The recruiter's name and address are available in the Career Resource Room.
2. Meet with one of the Associate Directors of UCS to obtain permission to continue interviewing.

The On-Campus Interviewing Sign-up System will not allow you to sign up for further interviews until these conditions are met.

It is the policy of this office to totally deny interviewing privileges to any student who has **two** no-shows. Recent Grads will lose interviewing privileges after **one** no-show.

Student Account Deactivation Policy

- UCS will deactivate a student's account once we are informed by the student or an employer that the student has accepted full time employment or has been accepted into graduate school. We want to make sure we do not refer resumes/CVs of employed students to employers. It is unethical to continue to interview once you have accepted a position.
- It is a violation of the Honor Code to 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.
- We can deactivate your account on request. (Please note: if you have a concern over receiving informational emails from our office, selecting "No" for the user profile option "*Receive Informational Emails from UCS*" will prevent most emails.)
- We will deactivate accounts for alumni who inform us that our services/email announcements are no longer needed. Please also complete or update a First Destination Survey to let us know about your future plans.

EMPLOYMENT OFFERS/JOB ACCEPTANCE POLICY

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

- **Full-time Offers to Summer 2016 Interns**

Students should be given at least **4 weeks** or until **September 15, 2016** to accept/decline offers. This will allow students time to review the upcoming OCR employment opportunities.

- **Full-time and Internship Offers from Fall 2016 and Spring 2017 On-Campus Recruiting**

Students should be given a minimum of **4 weeks** to accept/decline offers extended as part of the OCR Program.

- Employers must notify UCS immediately once a student has accepted an employment offer. This allows UCS to remove a student's access to the On-Campus Recruiting program and suspend interviewing privileges. It is unethical to continue to interview once you have accepted a position.