

Employer Recruiting Services Policies and Procedures

Updated: May 17, 2021



University Career Services

University Career Services

<http://careers.unc.edu>

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SECTION 1: GENERAL INFORMATION

University Career Services (UCS) is pleased that you are interested in recruiting and hiring students from The University of North Carolina at Chapel Hill (UNC-Chapel Hill or University). UCS offers many services to help you identify the right candidates for your openings. UCS provides services for undergraduate and graduate students. Separate career offices are maintained for students in MBA, Master of Accounting, Law, Medical, and Dental programs. UNC-Chapel Hill operates on the semester system, and students graduate in May, December, and August.

This document summarizes UCS employer recruiting guidelines. Failure to abide by these guidelines may result in loss of recruiting privileges through UCS and on the UNC-Chapel Hill campus. UCS 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). Final approval to use UCS' facilities and services rests with the Director of UCS and may be revoked if these guidelines or the NACE Principles are violated. The permission to use UNC-Chapel Hill's facilities does not imply University approval or endorsement of the recruiting organization/individual or its policies, practices, or products/services.

SECTION 2: EMPLOYER ELIGIBILITY AND REQUIREMENTS

UCS is committed to upholding the principles articulated in the University's Policies, Procedures, and Standards which can be found at <https://policies.unc.edu/>. In order to remain eligible for all UCS employer programs and services, all employers must abide by the general policies listed below. In addition, specific services may have additional requirements which will be provided in the section of this document that outlines that service. Please contact the Director of UCS if you have any questions regarding any of these criteria.

Sections 3 through 7 below outline specific UCS employer services, the policies and procedures related to those services and any special requirements or restrictions that may apply.

LEGAL POLICIES, PROCEDURES AND GUIDELINES

- Employers must be familiar with and abide by all applicable UNC-Chapel Hill **Campus Policies and Procedures**. In particular, the **Facilities Use Policy** applies to employers and their activities on campus.
- Employers must abide by the **Principles of Ethical Professional Practice** outlined by the National Association of College and Employers.
- Employers must abide by the Department of Justice's Immigration and Nationality Act, which prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. 8 U.S.C. § 1324b (a) (1) (B).
- Employers must abide by federal and North Carolina Equal Employment Opportunity (EEO) guidelines.
- Employers seeking to hire unpaid interns must follow the guidance of the Department of Labor's **Fact Sheet #71**.
- Employers should note that alcohol is prohibited at any UNC related recruiting event, regardless of whether that occurs on-campus or off campus.

HANDSHAKE EMPLOYER – MINIMUM REQUIREMENTS

- A complete contact name (first and last)
- Employers must provide valid contact information including an organizational email account. Employers using personal email accounts (GMAIL, HOTMAIL, etc.) will not be authorized to use UCS services without prior permission from the External Relations Director
- Employers must provide valid website address. If no web address is provided UCS will not approve the account. If you do not have a website, employers must receive permission from the External Relations Director to leave this field blank
- Website must contain sufficient information for a student to learn in-depth about your company including a well-written company description, details on its products/services, and its career opportunities
- Company website must match the company name and be functional (Facebook, LinkedIn, Twitter, or Instagram company pages are not sufficient)
- A company workplace address (residential/private addresses cannot be accepted)
- A business license from the state in which your company operates their business (if requested)
- Residential addresses will be considered for fully remote organizations (prior to approval a copy of the organizations' business registration/license must be sent by email to Jonathan Adams (jadams17@email.unc.edu), Employer Relations Consultant

ON-CAMPUS ENGAGEMENT:

- Employers must not solicit or sell their products or services during the course of recruiting.
- Employers must refrain from using alcohol in recruiting activities.
- Employers must ensure that all recruiting professionals are trained and understand how to professionally represent their employer –this includes not asking illegal and inappropriate interview questions.
- Any tests administered on campus must be validated by the Equal Employment Opportunity Commission.

MAKING OFFERS:

- 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.
- Employment offers must not be contingent upon candidates paying fees related to confirming employment.
- Employers needing to rescind or defer employment should carefully review the guidelines and follow the NACE recommendations that employers who must revoke a commitment consider alternatives that do not require rescinding employment offers. These may include changes in job responsibilities, salary reduction or reduced work weeks, changes in job locale, delayed starting dates, and other reasonable options.
- Note: Please contact University Career Services immediately if you rescind/defer a job or internship. Email ucs@unc.edu

THIRD PARTY RECRUITING:

The National Association of Colleges and Employers (NACE) defines "third-party recruiters" as: agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. The term "third party recruiters" refers to, but is not limited to: employment agencies, staffing services, temporary agencies, recruiters, and contractors. Representatives from these companies may recruit at UNC-Chapel Hill under the following conditions:

- Upon request, they must fully disclose to the Center the name of the client that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- They must not retain any student resumes for future placement unless given additional student written consent.
- They must not charge a fee to the applicant.
- Third-party recruiters participating in on-campus interviews must conduct business under the employing organization's name and recruit for only one position in a given interview session.
- They must follow all other guidelines set forth in this document.

SECTION 3: ON-CAMPUS RECRUITING (OCR/I) PROGRAM

University Career Services (UCS) has made the decision to be fully virtual Fall 2021 and Spring 2022 – this includes OCR/I.

Off-Campus Recruitment/Interviews

Employers are free to invite students to their own facilities or some other off-campus facility. In these cases, we urge you and the student(s) to follow whatever physical distancing and safety guidelines are in place. Keep in mind that some students might not feel comfortable with face-to-face interactions. We recognize that there could be a sizeable number of students desiring face-to-face interaction with employers/professional school recruiters. We ask you as recruiters to please be empathetic to those students who express any concern with in-person meetings and allow them an option to meet virtually if desired.

Scheduling Virtual Interviews

UCS strongly urges all employers to work with the UCS Recruiting Coordinator, Julie Pendergraph (julie_pendergraph@unc.edu) when deciding on a date(s) to conduct virtual interviews. We want to make sure that students are not overwhelmed with too many interviews on the same day. There are several ways in which the Handshake platform can be used to assist you in the virtual process.

ELIGIBILITY

On-Campus Recruiting (OCR) 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 must adhere to all eligibility requirements listed in Section 2 in this document.
- **Employers may only interview UNC-Chapel Hill students in UCS facilities.**
- 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 recruiting for full-time positions may use OCR if a college degree is a requirement for employment.
- Employers recruiting for commission-only positions are not allowed to participate in OCR.
-

EMPLOYMENT OFFERS/JOB ACCEPTANCE GUIDELINES

UCS believes it is best practice for you 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 2021 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 2021 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 2022 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.

Employers should notify UCS immediately once a student has accepted an employment offer, which allows UCS to remove a student's access to the On-Campus Recruiting program and suspend interviewing privileges in an effort to reduce reneges on accepted offers.

Special Note to Employers: Job Offer Reneges

Our guidance on job/internship offers are designed to encourage employers to be empathetic to students and allow them the opportunity to reasonably explore the career opportunities that are available to them in the Fall. There are a few ways to reduce the possibility of students reneging on accepted job offers. For employers whose industries operate on a fast turnaround for filling roles, or for any employer whose policy for accepting a job offer is 2 weeks or less, we have the following suggestions:

- Offer a signing bonus for accepting the job within 2 weeks
- Offer tuition reimbursement for a portion of classes (when applicable)
- Offer an opportunity to begin paid part-time remote work (when applicable)
- Offer a retention bonus to be paid out upon completing 1 year of employment

This is not an exhaustive list, but is meant to provide you with ideas for reducing student reneges while also meeting your talent acquisition goals. Most students who accept offers early in the Fall or within 2 weeks throughout the year will honor their commitment. However, a small percentage of students who accept offers earlier than they'd like could be tempted to continue their job searching. Our major career fairs take place in mid-September and mid-February and many students look forward to participating in those fairs to meet new companies and explore potential opportunities.

If a student reneges an accepted job offer with your company, then please contact University Career Services immediately at ucs@unc.edu. Alternatively, if you are an employer that requires a fast turnaround on job offers, then you should contact the External Relations Director, Roderick Lewis, at University Career Services at ucs@unc.edu in order to discuss it.

ON-CAMPUS RECRUITING SCHEDULE

August 18, 2021	First Day of Fall 2021 Classes
August – December 2021	VIRTUAL Interviews and Information Sessions
September 6, 2021	Labor Day Holiday
September 9-10, 2021	VIRTUAL Undergraduate Business Symposium - Kenan-Flagler Business School [contact UNC Kenan-Flagler at UBP-Recruiting@unc.edu for more information]
September 14, 2021	VIRTUAL Fall Part-Time Job Fair
September 15, 2021	VIRTUAL Fall Data Science & Analytics Career Fair
September 16, 2021	VIRTUAL Carolina Career & Internship Fair (all majors)
October 21-22, 2021	Fall Break – no classes

November 4, 2021	VIRTUAL Fall NC Masters & Doctoral Career Fair (Masters & Doctoral Students Only)
November 9, 2021	VIRTUAL Fall Law School Info Fair
November 24-26, 2021	Thanksgiving Recess – no classes
December 1, 2021	Last Day of Fall Classes
December 3-10, 2021	Exams
December 12, 2021	Fall Commencement
January 10, 2022	First Day of Spring 2022 Classes
January – April, 2022	Virtual Interviews and Information Session
January 17, 2022	MLK Holiday
February-April, 2022	VIRTUAL Spring Fairs – TBD
March 14-18, 2022	Spring Break – no classes
April 15, 2022	Spring Holiday – No Classes
April 27, 2022	Last Day of Spring Classes
April 29-May 6, 2022	Exams
May 8, 2022	Spring Commencement

PROGRAM OVERVIEW

- OCR allows employers to connect with UNC-Chapel Hill students to interview on campus for vacancies within their organizations.
- UCS utilizes **Handshake**, an online career services management tool to coordinate all aspects of OCR.
- UCS maintains **11** interview rooms and a waiting area on the fourth floor of Hanes Hall and **1** small conference room on the second floor of Hanes Hall.
- **Interview Suite hours are 8:00 am – 5:00 pm (NO EXCEPTIONS).**
- During the peak season UCS may book space in the **Student Union**. These spaces are subject to room fees.
- If the Interview Rooms in Hanes Halls are unavailable to reserve for the days you require, then your company has the option to pay a fee to book an interview room(s) in the Student Union (if available) through our office. Please contact us for details on these rates and instructions on how to make payments.
- Many employers schedule far in advance, so we encourage you to reserve recruiting dates as soon as possible so that we may accommodate you on your preferred date.
- Interview space is scheduled on a first-come, first-served basis.
- Most campus interviews are 30 minutes in length, although you may request other lengths of time.
- The typical interview 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.
- We offer you the choice between open or prescreening student sign-up schedules.
 - **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.
 - **Prescreening** allows you to review the resumes of students who have indicated an interest in your positions and total or partial preselection of students in advance of your campus interviews.

Employers may also conduct virtual interviews using their own platforms. Virtual interviews may be held at any time during the semester or by picking a specific date and using Handshake for the resume collection and signups. Once schedules are complete, the employer is then responsible for providing students the virtual interview links/details.

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING CAMPUS INTERVIEWS

- Request your date through Handshake. Contact Julie Pendergraph at 919.962.7886 or julie_pendergraph@unc.edu (Recruiting Coordinator) for questions.
- If you do not have a Handshake account, you will need to establish one at <https://joinhandshake.com/employers/>
- You will receive a date confirmation from Handshake once your date has been confirmed.
- Enter your job descriptions/requirements in Handshake at least six weeks prior to your interview date (no later than August 14, 2020).
- Students will submit their application materials online until the submission period ends.

- If you elected **OPEN SIGNUP**, students will be able to sign up for interview time slots immediately.
- View/download/print resumes submitted by students after submission periods ends.
- Indicate your interview selections in Handshake by the prescribed deadline.
 - 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.
 - Handshake will automatically notify students indicating that they have been selected to interview with your organization.
 - Students will select their interview times when the sign-up period begins in Handshake.
- Check your Handshake account as needed to view your interview schedule or send email messages to students.
 - The day prior to your interviews you will be emailed a final schedule, parking information and campus map.

SECTION 4: INFORMATION SESSIONS

University Career Services (UCS) has made the decision to be fully virtual for Fall 2021 and Spring 2022 – this includes information sessions.

Off-Campus Recruitment/Interviews

Employers are free to invite students to their own facilities or some other off-campus facility. In these cases, we urge you and the student(s) to follow whatever physical distancing and safety guidelines are in place. Keep in mind that some students might not feel comfortable with face-to-face interactions. We recognize that there could be a sizeable number of students desiring face-to-face interaction with employers/professional school recruiters. We ask you as recruiters to please be empathetic to those students who express any concern with in-person meetings and allow them an option to meet virtually if desired.

Scheduling Virtual Information Sessions

Virtual information sessions should be posted via your Handshake account. We recommend holding these sessions after 5:00 pm Monday-Thursday. UCS strongly urges all employers to work with the UCS Recruiting Coordinator, Julie Pendergraph (julie_pendergraph@unc.edu) to pick a date/time that does not conflict with other employers.

ELIGIBILITY

- Employers must adhere to all eligibility requirements listed in Section 2 of this document.
- Employers arranging to use UCS or other University facilities must speak solely with students from UNC-Chapel Hill. Exceptions to this policy may be requested from the Senior Associate Director when you schedule your information session.
- Employers recruiting for commission-only positions are not allowed to hold information sessions on campus booked by UCS.

PROGRAM OVERVIEW

- Information sessions can be scheduled to introduce students to your organization, allowing you to interact with students both formally through presentations and informally through receptions and networking.
- Information sessions can be scheduled through UCS for on-campus locations or booked directly at off-campus locations.
- UCS will promote off-campus information sessions if employers abide by all eligibility requirements listed in Section 2 of this document. In particular, employers should note that alcohol is prohibited at any recruiting event.
- Recruiting events reserved by University Career Services (including information sessions, employer workshops, employer networking events), located in the Career Center or Student Union, will incur a \$100 fee (for-profit organizations) or \$75 (non-profit/governmental/educational organizations).
- Informational Tables reserved by University Career Services located in the Student Union will incur a \$80 fee (for-profit organizations) or \$70 (non-profit/governmental/educational organizations).
- You may use our facility, including audio-visual equipment, if it is available and if your presentation will **conclude by 7:00 pm**.
- UCS has 2 spaces each of which can accommodate about 40 attendees.
- After hours, **UCS** facilities are reserved in a two-hour increment allowing for a one-hour information sessions:
 - After Hours Session**
 - 5:00 p.m.: Set Up
 - 5:30 p.m.: Information Session Begins
 - 6:30 p.m.: Information Session Concludes
 - 7:00 p.m.: Facilities are vacated
- You may offer food at your information session. We recommend snack type foods. A catering list will be provided upon request.
- If our facility is not available, we can schedule your session in a UNC-Chapel Hill general classroom (**food may not be served in classrooms**). General classroom spaces are available after 6:00 pm. Sessions may also be scheduled in the Student Union Building.
- Your information session will be available online for students in Handshake, listed on the UCS website, and advertised on our in-house video monitors if a flyer is provided.
- You may also wish to promote your information session through the Daily Tar Heel (the student run newspaper) by contacting the advertising department at (919) 962-1163.

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING AN INFORMATION SESSION

- Request your date through Handshake or contact Julie Pendergraph at 919.962.7886 or julie_pendergraph@unc.edu for more information.
 - Julie will check room and date availability and confirm your reservation via Handshake.
 - Julie will send a payment invoice via Handshake.
 - Payments must be made via credit card via Handshake.
 - Provide a flyer (in 1920px x 1080px JPG format) for the in-house monitors in Hanes Hall.
 - Email flyers to Julie Pendergraph (julie_pendergraph@unc.edu).

SECTION 5: CAREER AND EDUCATION FAIRS

University Career Services (UCS) has made the decision to be fully virtual for Fall 2021 and Spring 2022 – this includes information sessions.

ELIGIBILITY

- Organizations participating in all fairs must adhere to all eligibility requirements listed in Section 2 of this document.
- Organizations are required to register online for each event and remit appropriate fees (if applicable) prior to the date of the event.
- Organizations taking advantage of the “not-for-profit” registration discount must be able to produce legal documentation of not-for-profit status and should use an “.org” domain name.

PROGRAM OVERVIEW

- Career and education fairs allow organizations (graduate and professional schools and employers) to interact with UNC-Chapel Hill students in an informal fair-like atmosphere with each organization hosting an information table that is staffed by one or more representatives.
- UCS currently hosts several annual career and education fairs including:
 - Fall Part-Time Job Fair
 - Fall Data Science and Analytics Career Fair
 - Fall Technology and Business Career Fair
 - Fall Carolina All Majors Career & Internship Career Fair
 - Fall Law School Exploration Fair
 - Fall Master’s / PhD Career Fair (a consortia fair)
 - Spring Diversity Career Fair (a consortia fair)
 - Spring Carolina All Majors Career & Internship Career Fair
 - Spring Health Schools Information Fair
 - Spring ACC / SEC Career Fair (an online virtual career fair for students attending SEC and ACC schools)
 - Summer Part-Time Job Fair
- Contact Roderick Lewis, Senior Associate Director-Employer Relations, Roderick.Lewis@unc.edu to learn more about upcoming career and education fairs.

STEP-BY-STEP INSTRUCTIONS FOR REGISTERING FOR A CAREER OR EDUCATION FAIR

- Visit the UCS website that outlines our upcoming fairs at <https://careers.unc.edu/employers/career-fairs>.
- Click on the registration link and follow the registration instructions.
 - Your registration will be confirmed via email along with instructions for shipping materials, parking, and travel.
- Contact Tessa Minnich, Events and Marketing Coordinator, 919-962-8059, tessaminnich@unc.edu or Roderick Lewis, Senior Associate Director-(External Relations Directors), Roderick.Lewis@unc.edu with questions related to registration and confirmation.

SECTION 6: JOB/INTERNSHIP POSTINGS

ELIGIBILITY

- Organizations posting vacancies with UCS via Handshake must adhere to all eligibility requirements listed in Section 2 of this document.
- Organizations may post only those vacancies that contain non-discriminatory Bona Fide Occupational Qualifications (BFOQs).

Please note that **we do not accept** the following types of postings:

- Postings with a rate of pay lower than minimum wage (internships may be unpaid or compensated with a stipend to the extent permitted by applicable law).
- Postings that charge any fees to students as a condition of employment or participation.
- “Campus Ambassador” positions, or any positions in which UNC students promote, sell, influence, or market services/products to other UNC students/faculty/staff. **Exception:** Campus Ambassador positions that are designed to support the campus recruitment strategy of the hiring organization (will be verified in the job description).
- Postings from private families/individuals. This includes, but is not limited to: personal care assistants, house cleaning, nannies, tutors, and pet care.
- University Career Services will not accept companies or positions involved with the use, production, testing, or distribution of recreational or medical marijuana. As the use of marijuana is illegal at the federal level, we must comply with federal law. In addition, the use of marijuana violates the Drug-Free Schools and Communities Act and continues to be banned on campus.
- Organizations promoting opportunities for students to become independent contractors or to start their own businesses are ineligible to participate in UCS services.
- Positions may not be multi-level or pyramid marketing opportunities.
- Positions may not be for domestic employment (i.e. babysitting, gardening, driving, and house cleaning).
- UCS may require employers to verify compensation (salary or hourly wages) to determine if vacancies are appropriately classified in Handshake and qualify for specific UCS services.
- Employers must fully disclose to UCS and students/alums the structure of their compensation packages and business costs incurred through employment.

PROGRAM OVERVIEW

- Employers wishing to fill vacancies within their organizations may post those positions in Handshake, the UCS online career management system.
- Current students can access Handshake to review positions posted by employers and apply directly to those organizations.
- Employers may post a variety of career opportunities including but not limited to:
 - Full-time Vacancies (salaried, hourly and commission-only are all allowed), Part-time Vacancies, Temporary or Seasonal Opportunities, Internships (Fall, Spring and Summer), On-Campus Non-Work-Study Positions, Volunteer Opportunities, Fellowships
- Vacancies that do not adhere to the standards set forth in Section 2 will not be approved in Handshake.
- Contact the UCS Help Desk at 919-962-6507 or ucs@unc.edu to learn more about posting vacancies via Handshake.

STEP-BY-STEP INSTRUCTIONS FOR POSTING A JOB/INTERNSHIP VIA HANDSHAKE

Returning Users

- Go to <https://joinhandshake.com/employers/> - log into your account
- Enter your Username and Password
 - You will be taken to your Handshake homepage
- Click on the “Post a Job” section
- Follow the instructions to add your vacancy and click submit.
 - Your vacancy will be reviewed by a UCS staff member and posted if approved.

First Time Users

- Go to <https://joinhandshake.com/employers/> to create an account and connect it to UNC-Chapel Hill
- Your account will be reviewed by a UCS staff member and approved.
- Once your account has been approved you will be able to post your position
 - Click on the “Post a Job” section
 - Follow the instructions to add your vacancy and click submit.
 - Your vacancy will be reviewed by a UCS staff member and posted if approved.

Helpful hints can be found at the following 2 links:

<https://tinyurl.com/handshakeaccount>

<https://tinyurl.com/handshakepost>

ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES

UCS is committed to upholding the principles articulated in the University’s Policies, Procedures, and Standards which can be found at <https://policies.unc.edu/>. In particular, UCS is committed to assuring that all University students and employees, and all recruiting employers, are

afforded an equal opportunity to participate in the activities offered by UCS. If, due to a disability, you require reasonable accommodation to utilize our services, please contact UCS at (919) 962-6507 and let us know how we may assist you.