

Employer Recruiting Services Policies and Procedures

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UNC
STUDENT AFFAIRS

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 policies and procedures. 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 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 recruiting organization/individual or its policies, practices, or products/services.

SECTION 2: GENERAL EMPLOYER ELIGIBILITY

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.

- Employers must refrain from using alcohol in recruiting activities.
- Employers must be familiar with and abide by all applicable UNC-Chapel Hill *Campus Policies and Procedures*. In particular, the *Policy on Use of University Facilities for Noncommercial and Commercial Purposes* applies to employers and their activities on campus.
- Employers must abide by the *Principles of Professional Conduct for Career Services Professionals* outlined by the National Association of College and Employers (NACE).
- 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.
- Any tests administered on campus must be validated by the Equal Employment Opportunity Commission.
- 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.
- Employers must provide valid contact information including an organizational email account. Employers using personal (YAHOO, GMAIL, HOTMAIL, etc.) email accounts will not be authorized to use UCS services.
- 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 UCS Associate Director for Employer Relations to leave this field blank.
- 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).
- Employment offers must not be contingent upon candidates paying fees related to confirming employment.
- Organizations promoting opportunities for students to become independent contractors or to start their own businesses are ineligible to participate in UCS services.
- 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.
- Employers must not solicit or sell their products or services during the course of recruiting.
- Employment offers must be made by the employer utilizing the UCS service.
- Employers must ensure that all recruiting professionals are trained and understand how to professionally represent their employer.

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

Sections 3 through 8 below outline specific UCS employer services, the policies and procedures related to those services and any special requirements or restrictions that may apply.

SECTION 3: ON-CAMPUS RECRUITING (OCR) PROGRAM

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 POLICY

UCS requires 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 2017 Interns**
Students should be given at least **3 weeks** or until **September 15, 2017** to accept/decline offers. This will allow students time to review their upcoming OCR employment opportunities.
- **Full-time and Internship Offers from Fall 2017 and Spring 2018 On-Campus Recruiting**
Students should be given a minimum **three 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.**
- If this policy is restrictive in light of your current business conditions, please contact the Director of UCS to discuss your organization's needs BEFORE extending offers.

ON-CAMPUS RECRUITING SCHEDULE

May 1-4, 2017	Join Handshake or add UNC to current Handshake account
May 8, 2017	OCR Scheduling Begins @ 9:00 am Requests will be reviewed and be approved/declined within 5 business days.
August 22-September 1, 2017	<ul style="list-style-type: none">• Employers who wish to come to campus to host "Office Hours" prior to the start of OCR will be permitted to do so. Office Hours are intended for employers to meet individually with students to discuss opportunities at their organization and gauge/increase student interest. Office Hours are not intended to be used for the purpose of interviewing students.• Employers who wish to recruit on campus for part-time positions prior to the start of OCR will be permitted to do so, given the typical urgency of their hiring needs and lack of competition with fulltime recruiting.
September 5, 2017	Fall 2017 Recruiting Begins
September 22, 2016	Kenan-Flagler Business School Symposium [contact David Vogel at david_vogel@kenan-flagler.unc.edu for more information]
October 18, 2017	No First Round Recruiting
October 19-20, 2017	Fall Break
November 22-24, 2017	No Recruiting: Thanksgiving Holiday
December 6, 2017	Fall 2017 Recruiting Ends
January 10, 2018	Spring 2018 Recruiting Begins
January 15, 2018	No Recruiting: MLK Holiday

March 9, 2018	No Recruiting
March 12-16, 2018	No Recruiting: Spring Break
March 30, 2018	No Recruiting: Spring Holiday
April 27, 2018	Spring 2017 Recruiting Ends

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 – 7:00 pm Monday-Thursday and 8:00 am – 5:00 pm Friday.**
- 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.

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING PRESCREEN CAMPUS INTERVIEWS

- Request your date through Handshake. Contact Julie Pendergraph at 919.962.7886 or julie_pendergraph@unc.edu (Recruiting Coordinator) for questions.
- Provide your complete contact information, including contact name, address, phone/fax, email address, website and number of schedules (interview rooms) desired.
 - If you do not have a Handshake account, you will need to establish one.
 - A confirmation letter will be emailed to you once your requested date has been approved. You will then enter the details about the position(s) and your organization's requirements.
- Enter your job descriptions/requirements in Handshake at least six weeks prior to your interview date.
 - Qualified students will submit their application materials online until the submission period ends.
- View/download/print resumes submitted by students after submission periods ends.
 - You will have approximately ten days to review the resumes and make your prescreen selections on-line.
- Select the students you wish to interview.
- 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.
 - If you selected Preselect/Alternate/Open schedules, slots not filled by pre-screened or alternate students will be made available to all students who meet your specified criteria.
 - An email will be automatically sent to 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.
 - Prior to your interview date you will receive an email from UCS that list confirms your schedule.

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING OPEN CAMPUS INTERVIEWS

- Request your date through Handshake. Contact Julie Pendergraph at 919.962.7886 or julie_pendergraph@unc.edu (Recruiting Coordinator) for questions

- Provide your complete contact information, including contact name, address, phone/fax, email address, website and number of schedules (interview rooms) desired.
 - If you do not have a Handshake account, you will need to establish one.
 - A confirmation letter will be emailed to you once your requested date has been approved. You will then enter the details about the position(s) and your organization's requirements.
- Enter your job descriptions/requirements in Handshake at least six weeks prior to your interview date.
 - Qualified students will select their interview times.
- Check your Handshake account as needed to view your interview schedule or send email messages to students.
 - Prior to your interview date you will receive an email from UCS that list confirms you schedule.

SECTION 4: INFORMATION SESSIONS

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 who are eligible for services from UCS. Exceptions to this policy may be requested from the Director when you schedule your information session. UCS has the right to request the names of individuals attending any UCS or UCS-sponsored program.

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 official (scheduled through UCS) and unofficial (scheduled at an off-campus location).
- UCS will promote off-campus information sessions if employers sign a statement agreeing to 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.
- Please notify us four weeks prior to scheduling your information session to allow time to secure facilities and promote the event.
- You may use our facility, including audio-visual equipment, free of charge if it is available and if your presentation will **conclude by 7:00 pm**.
- 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
- If you wish to offer food at your information session, you must complete the UCS Catering Agreement.
- If our facility is not available, we can schedule your session in a UNC-Chapel Hill 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 Handshake, promoted to students via email and advertised on UCStubes (our in-house video monitors).
- 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.
- Email a flyer (in PDF format) advertising your event to Julie Pendergraph.
 - Julie will send one email to students advertising your event for FREE.
 - UCS will advertise your information session on UCStubes.

SECTION 5: CAREER AND EDUCATION FAIRS

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 a “.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 Technology Career Fair
 - Fall Job/Internship Career Expo
 - Fall Law School Exploration Fair
 - Fall Graduate and Professional School Fair
 - Fall Nursing Job Fair
 - Fall Master's / PhD Fair (a consortia fair held at The Friday Center)
 - Spring Diverse Diversity Job/Internship Fair
 - Spring Public Health Job and Internship Fair
 - Spring Career and Internship Expo
 - Spring Education Job Fair
 - Spring ACC / SEC Career Fair (an online virtual career fair for students attending SEC and ACC schools)
- Contact Karen Thompson at 919.962.8059 or karent@email.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 <http://careers.unc.edu/employers/employers/career-fairs.html>.
- 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 Karen Thompson at 919.962.8059 or karent@email.unc.edu with questions related to registration and confirmation.

SECTION 6: VACANCY POSTINGS

ELIGIBILITY

- Organizations posting vacancies with UCS via Handshake must adhere to all eligibility requirements listed in Section 2 of this document.
- Organizations are required to register online through Handshake and provide the following valid and current contact information:
 - Employer Name
 - Employer Website
 - Contact Name
 - Contact Job Title
 - Contact Address and Telephone Number
 - Contact Email Address containing an employer appropriate ID after the @ symbol
- Organizations may post only those vacancies that contain non-discriminatory Bona Fide Occupational Qualifications (BFOQs).

PROGRAM OVERVIEW

- Employers wishing to fill vacancies within their organizations may post those positions in Handshake (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
 - Part-time Vacancies

- Temporary or Seasonal Opportunities
- Internships (Fall, Spring and Summer)
- On-Campus Non-Work-Study Positions
- Volunteer Opportunities
- Fellowships
- Vacancies do not adhere to the standards set forth in Section 2 will not be approved in Handshake.
- Contact Teresa Holt at 919-962-8058 or at tholt@email.unc.edu to learn more about posting vacancies via Handshake.

STEP-BY-STEP INSTRUCTIONS FOR POSTING A VACANCY VIA HANDSHAKE

- Visit the UCS website page that describes posting a job or internship at <http://careers.unc.edu/employers/employers/post-job-or-internship.html>
- Click on the “post a job or internship” text located in the center of the page, which includes a hyperlink to the Handshake login area.

Returning Users

- Enter your Username and Password
 - You will be taken to your Handshake homepage
- In the Shortcuts area of the page, click on the “Create a Job Posting” box
- 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

- Select the tab in the right column that reads “Create an Account & Post Jobs AT UNC-CH Only.”
 - You will be prompted to create an account with your contact information.
 - You will then be prompted to enter your employment information.
- Follow the instructions to add your vacancy and click submit.
 - Your vacancy will be reviewed by a UCS staff member and posted if approved.

SECTION 7: UCStubes ADVERTISEMENTS

ELIGIBILITY

- Employers, UNC-Chapel Hill departments and UNC-Chapel Hill student organizations are allowed to post advertisements on UCStubes.
- Only postings that address employment or career-related opportunities for UNC-Chapel Hill students will be accepted.

PROGRAM OVERVIEW

- UCStubes consist of three flat-screen monitors placed strategically around the UCS office.
- The primary purpose of UCStubes is to promote the services and programs of UCS and career-related opportunities.
- To defray the costs of equipment, maintenance and production, UCS will charge clients to post opportunities on UCStubes.
- Postings will run for a one-week period from Monday through Sunday.
- Postings will be displayed on three monitors in Hanes Hall which can be found in the following locations.
 - Hanes Hall, Second Floor, Hallway
 - Hanes Hall, Second Floor, Resource Room
 - Hanes Hall, Fourth Floor, Interview Suite Reception Area
- Payment must be received by credit card (Mastercard or Visa only) through the UCS Handshake system prior to an opportunity being posted.
- Fees for posting advertisements are:
 - All official UNC-Chapel Hill student organizations: \$50 per week per slide
 - All UNC-Chapel Hill departments: \$75 per week per slide
 - All non-UNC-Chapel Hill organizations: \$100 per week per slide
- Register to advertise at: <https://uncch-csm.symplicity.com/events/UNCUCStubes>
- All postings and opportunities must adhere to all University and UCS policies
- UCS reserves the right to reject any opportunity or posting that does not comply with applicable law or University or UCS policy.

FOR MORE INFORMATION

- Please contact Karen Thompson, Event/Marketing Coordinator, at 919.962.8059 or karent@email.unc.edu

SECTION 8: CAROLINA CAREER PARTNERS

ELIGIBILITY

- Any employer participating in at least one of the following UCS services and in good standing with the University and UCS may become a Carolina Career Partner:
 - On-Campus Recruiting
 - Information Sessions
 - Vacancy Postings
 - Career and Education Fairs

PROGRAM OVERVIEW

- UCS depends on the support of our valued employers to help us better serve our students.
- Much of our programming and outreach is made possible by the generous contributions of our Carolina Career Partners.
- Employers may become Carolina Career Partners in order to increase their visibility on campus and to support the important programs and services UCS provides to UNC-Chapel Hill students.
- There are three Carolina Career Partner sponsorship levels:
 - Carolina Career Champion: \$10,000
 - All Carolina Career Advocate and Carolina Career Leader benefits listed below
 - Complimentary registration to four career and education fairs
 - UCStubes seven-day advertisements at the rate of one per week (52 annually)
 - Recognition as a sponsor of one of the follow UCS premier programs:
 - Business Etiquette Dinner
 - Resume/Cover Letter Marathon Day
 - Career Panel
 - Mock Interview Day
 - Networking Night
 - Internship Prep ½ Day Program
 - Carolina Career Leader: \$7,000
 - All Carolina Career Advocate benefits listed in the section below, plus:
 - Complimentary registration to two career fairs
 - UCStubes seven-day advertisements at the rate of two per month (24 annually)
 - Carolina Career Advocate: \$4,000
 - Priority scheduling for your campus interviewing and information session
 - Priority participation in career panels, networking nights and special events
 - Complimentary registration to one general career fair with premium placement and extra booth space
 - Prominently recognizing you as a partner at UCS career fairs, on the UCS welcome desk sponsorship wall and on the UCS Website with accompanying hyperlink.

BECOMING A CAROLINA CAREER PARTNER

- To learn more about the Carolina Career Partner program, please visit the UCS website at <http://careers.unc.edu/employers/employers/carolina-career-partners-program.html>
- Complete the Gift and Pledge Form that can be found at <http://careers.unc.edu/sites/careers.unc.edu/files/partners%20programblue5-11pdf.pdf>
- Please contact the UCS Director by calling 919.962.6507 if you wish to discuss the giving level that best supports your organization's recruiting efforts at UNC-Chapel Hill.

ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES

UCS is committed to upholding the principles articulated in the University's Policy on Prohibited Harassment and Discrimination (<http://www.unc.edu/campus/policies/harassanddiscrim.pdf>) and in the University's Policy Statement on Non-Discrimination (<http://www.unc.edu/campus/policies/nondiscrim.pdf>). 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.