# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GENERAL INFORMATION</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>EMPLOYER ELIGIBILITY AND REQUIREMENTS</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>ON-CAMPUS RECRUITING (OCR) PROGRAM</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELIGIBILITY</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EMPLOYMENT OFFERS/JOB ACCEPTANCE GUIDELINES</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ON-CAMPUS RECRUITING SCHEDULE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PROGRAM OVERVIEW</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING CAMPUS INTERVIEWS</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>INFORMATION SESSIONS</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELIGIBILITY</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PROGRAM OVERVIEW</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING AN INFORMATION SESSION</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>CAREER AND EDUCATION FAIRS</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ELIGIBILITY</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PROGRAM OVERVIEW</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>STEP-BY-STEP INSTRUCTIONS FOR REGISTERING FOR A CAREER OR EDUCATION FAIR</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>JOB/INTERNSHIP POSTINGS</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>ELIGIBILITY</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>PROGRAM OVERVIEW</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>STEP-BY-STEP INSTRUCTIONS FOR POSTING A JOB/INTERNSHIP VIA HANDSHAKE</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Returning Users</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>First Time Users</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES</td>
<td>6</td>
</tr>
</tbody>
</table>
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.

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.

POSTINGS:

- 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
- 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.
- Organizations promoting opportunities for students to become independent contractors or to start their own businesses are ineligible to participate in UCS services.
- 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.

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.
- 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.

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

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 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 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 and Spring 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.

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.

ON-CAMPUS RECRUITING SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9, 2018</td>
<td>OCR Scheduling Begins @ 9:00 am</td>
</tr>
<tr>
<td></td>
<td>Requests will be reviewed and be approved/declined within 5 business days.</td>
</tr>
<tr>
<td>August 22 – September 7, 2018</td>
<td>Employers who wish to come to campus to host &quot;Office Hours&quot; 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.</td>
</tr>
<tr>
<td></td>
<td>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 full-time recruiting.</td>
</tr>
<tr>
<td>September 6-7, 2018</td>
<td>Undergraduate Business Symposium - Kenan-Flagler Business School</td>
</tr>
<tr>
<td></td>
<td>[contact UNC Kenan-Flagler at <a href="mailto:UBP-Recruiting@unc.edu">UBP-Recruiting@unc.edu</a> for more information]</td>
</tr>
<tr>
<td>September 10, 2018</td>
<td>Fall 2018 Recruiting Begins</td>
</tr>
<tr>
<td>October 17, 2018</td>
<td>No First Round Recruiting (Fall Break begins @ 5 pm and many students leave campus early)</td>
</tr>
<tr>
<td>October 18-19, 2018</td>
<td>Fall Break</td>
</tr>
<tr>
<td>November 21-23, 2018</td>
<td>No Recruiting: Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 5, 2018</td>
<td>Fall 2018 Recruiting Ends</td>
</tr>
<tr>
<td>January 9, 2019</td>
<td>Spring 2019 Recruiting Begins</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>No Recruiting: MLK Holiday</td>
</tr>
</tbody>
</table>


March 8, 2019  No Recruiting (Spring Break begins @ 5 pm and many students leave campus early)
March 11-15, 2019  No Recruiting: Spring Break
April 19, 2019  No Recruiting: Spring Holiday
April 26, 2019  Spring 2019 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 (NO EXCEPTIONS).
- 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 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.
- 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

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 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 either an on-campus or off-campus location.
- 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.
- 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 session:
  - 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.
- You may also directly schedule at any off campus facility.
- 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.
  - Provide a flyer (in PDF format – this format to share the event with student groups).
  - Provide a flyer (in 1920px x 1080px JPG format) for the in-house monitors in Hanes Hall.
  - Email by flyers to Julie Pendergraph (julie_pendergraph@unc.edu).

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 (held every other year)
  - Fall Nursing Job Fair
  - Fall Master’s / PhD Fair (a consortia fair held at The Friday Center)
  - Spring Diverse Diversity Job/Internship Fair
  - Spring Career and Internship Expo
  - 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 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 Karen Thompson at 919.962.8059 or karent@email.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 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, 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.