UC IRVINE CAREER CENTER GUIDELINES FOR EMPLOYERS

A primary objective of the UC Irvine Career Center is to support employers in their efforts to recruit and hire our students. We expect employers to abide by the following guidelines pertaining to all recruitment activities including, but not limited to: ZotLink job and internship postings, On-Campus Interviews, Career Fairs, Information Sessions, Visibility Tables, and Resume Books. The Career Center requires that any recruiting organization or individual utilizing these services abide by all applicable federal, state, and local employment laws, including Equal Employment Opportunity Commission laws, University of California rules and regulations, and the National Association of Colleges and Employers (NACE) Principles of Professional Conduct for Career Services. Accounting firms should also be familiar with the UC Irvine Accounting Recruiting Policies. These aforementioned principles mirror our guidelines for recruitment activities involving UC Irvine students and alumni. Please refer to the detailed resources below.

Employer Guidelines
On-Campus Recruitment Guidelines
Job Offer Guidelines
Exceptions and Consequences
2015-2016 Recruitment Calendar

EMPLOYER GUIDELINES

ZotLink Postings
ZotLink is a web-based portal for publicizing bona fide full-time, part-time, seasonal, and short-term positions and other recruiting activities for small and large businesses, government agencies, nonprofit organizations, on-campus employers, households, and individuals. Employers are expected to be fully transparent when describing their organizations and posting information on ZotLink. Job listings should have a start date, a starting salary, and an accurate position description of the responsibilities, expectations, and requirements. Please allow 1-2 business days for employer registration and/or job listing approvals. All job listings expire after 90 days. It is the employer’s responsibility to refresh job listings as needed and to close listings after they have been filled. The Career Center does not accept international job listings from third parties. Postings requiring donations, application fees, investments, the purchase of training or start materials, or listings that offer items or services for sale cannot be advertised on ZotLink.

The Career Center reserves the right to refuse service to organizations or individuals due to any of the following:

- Requiring personal information at the time of application, such as bank and social security numbers
- Misrepresentation, whether defined by dishonest information or absence of information
- Fraud
- Harassment of UC Irvine students, alumni, staff, or faculty
- Breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA)
- Failure to adhere to Career Center Guidelines for Employers
- Any violation of University of California rules and regulations
- Any violation of local, state, or federal laws
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Resources
U.S. Equal Employment Opportunity Commission
Federal Laws Preventing Discrimination Q&A
Laws and Guidance
Americans with Disabilities Act: A Primer for Small Business

U.S. Department of Labor
Fact Sheet #71: Internship Programs under FSLA
Disability Resources/Job Accommodations
ODEP Building an Inclusive Workforce
ODEP Diverse Perspectives: People with Disabilities Fulfilling Your Business Goals

U.S. Department of Education
Family Educational Rights and Privacy Act (FERPA)

Other Federal Workplace Laws & Resources
Recruiting, Hiring, Retaining and Promoting People with Disabilities
Workplace Laws Not Enforced by the EEOC

State of California
State of California Employment Laws

Professional
National Association of Colleges & Employers (NACE) Principles for Professional Practice
NACE Position Statement: Internships

Start-Ups
The Career Center uses the following criteria to identify appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed significantly in their business development process so that they can:

- Provide a company name, business address, website and email address, and identify a principal as the key contact.
- Verify that they are not seeking potential partners or investors.
- Confirm that they have obtained the necessary business licenses and Tax IDs as well as sufficient funding, including identifying their funding model and investors, if requested.
- Offer positions for pay, not just for equity; see Compensation and Fees.
- Provide clearly defined organization and position descriptions in ZotLink.

Confidentiality Guidelines
By completing the ZotLink registration form and submitting resumes and other application materials for opportunities posted on ZotLink, students provide the Career Center authorization to release employment materials to those selected prospective employers. Employment professionals must maintain the confidentiality of all student information released to them, regardless of the source, including personal documents, written records/reports, and computer databases. This means there should be no disclosure of student information to another organization without prior written consent of the student, unless necessitated by health and/or safety considerations, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Employment Eligibility
In compliance with the Department of Justice’s recent rulings regarding citizenship discrimination and best practices for online job postings, the Career Center no longer includes work authorization, visa status, or citizenship data on ZotLink. The Career Center will not screen candidates based upon
employment eligibility. Employers are encouraged to consult with their legal counsel and establish legally permissible internal screening procedures before recruiting on campus. Employers may include employment eligibility information in ZotLink job descriptions as long as the stated requirements include legal, nondiscriminatory language. The Career Center reserves the right to modify or remove any statements or job listings that are non-compliant.

More information regarding the DOJ’s recent decisions can be found at the following sites:
http://www.justice.gov/crt/about/osc/htm/best_practices.php

**Alcohol**

Use of alcohol at any time during the recruiting process is inappropriate, on or off campus.

**ON-CAMPUS RECRUITMENT GUIDELINES**

**Career Fairs**

UC Irvine Career Center Career Fairs are for all currently enrolled UCI students and UC alumni registered for UCI Career Center alumni services. Please do not invite outside participants to our Career Fairs. If you need to meet with an external candidate, or if an external candidate approaches you at a UC Irvine Career Fair, we ask that you kindly excuse yourself from the fair and meet with them outside. Career Center Graduate and Professional School Fairs are open to all UCI students, UC alumni, and community members.

**Cancellations**

Cancellation requests made 61+ days in advance will receive a full refund. Requests made 31-60 days in advance will incur a cancellation fee of $100. No refunds will be given for cancellations 0-30 days in advance.

**On-Campus Interviews**

To request an On-Campus Interview date(s), log into or create a ZotLink account. Once logged in, select “Create New Schedule Request” under the “Shortcuts” side menu. For assistance, email oci@uci.edu or call our Employer Relations staff at (949) 824-2666.

**Third Party Recruiting**

Third parties (employment agencies, contracted consultants, and search firms) are not permitted to utilize the On-Campus Interview Program.

**Use of Facilities/Greeters**

Interview and presentation facilities arranged by the Career Center should be used exclusively to meet with UCI students. Greeters are permitted in the On-Campus Interview waiting area. Interview rooms may not be used for greeting. Please indicate the number of greeters you will have in the comments section of your On-Campus Interview request or email oci@uci.edu.

“**Room Only” Schedules**

If you do not use the Career Center’s ZotLink system to schedule interviews, a copy of your interview appointment times and applicants’ full names and email addresses must be submitted to oci@uci.edu two (2) business days prior to the interview date.

**Cancellations/No Shows**

Interview rooms are in great demand. In the event you need to cancel your On-Campus Interviews, please email oci@uci.edu no less than three (3) business days prior to your scheduled interview date. The Career Center can notify the students who are scheduled to interview.
Second-Round Interviews
The Career Center does not allow students to cancel first-round interviews to attend second-round interviews. Students who do so face suspension of their campus recruitment privileges. We have established the following expectations for employers to ensure students’ ability to comply with our second-round policy:
- Employers scheduling second-round interviews are expected to give a minimum of three (3) full business days’ notice of a second-round interview at an off-campus location (Example: for a Wednesday interview, students must be notified by the previous Thursday).
- In all cases, employers must offer alternative dates, without negative consequences, for a second-round interview if the date originally suggested by the employer interferes with a student’s first-round interview on campus, an exam, or other valid appointment.

JOB OFFER GUIDELINES
Students need time to make informed decisions when comparing and responding to offers. The following guidelines are intended to provide students and employers a fair and transparent framework for managing the offer phase of the process in this increasingly competitive job market. For all offers extended for summer internships or full-time employment with 2015 or 2016 start dates, employers should allow a minimum of two (2) weeks from the date of the written offer, but preferably longer, for students to accept or decline any offer.

Timely Communication
Employers are expected to keep students informed of hiring timelines and their status in the hiring process, and to communicate hiring decisions within an appropriate time frame.

Full Disclosure
Start Dates
All offer letters must include a start date. Students who interview with employers on campus expect to start work after graduation through mid-September (at the latest). Employers who anticipate start dates later than September 15th (for March or June graduates) must disclose this through the posted job description on ZotLink as well as to the Career Center when scheduling On-Campus Interviews.

Basis of Compensation
Employers who compensate employees based on a partial commission structure must give an accurate estimate of expected first-year earnings.

Written Offers
Written offers should clearly state all appropriate terms and conditions including, but not limited to, position title/description, location, benefits, start date, salary, bonuses, etc. All bonuses or other incentives are to remain in full effect for the entire duration of the offer period.

Full-Time Offers to Summer Interns
We ask that employers who extend a full-time employment offer to a previous intern allow the student until Friday, November 6th to respond to that offer, without pressure to respond by an earlier date. In some cases, students may ask for extensions beyond these deadlines. We encourage you to accommodate their requests whenever possible. We appreciate the cooperation employers have shown in the past, and ask for your continued flexibility.

Exploding Offers/Excessive Pressure
The UC Irvine Career Center defines an exploding offer as any offer that does not conform to the aforementioned timetables. Employers should not make offers or pressure students to accept “early” offers, including those requiring a quick response time, nor should they attach incentives involving...
diminishing bonuses, reduced options for location preferences, etc. Asking a student to make a decision on the spot or providing the student with a hypothetical situation involving a potential offer are also considered inappropriate. Exploding offers put undue pressure on students to make decisions before completing the interviewing process. Students are not ready to make a final decision before completing all their interviews. Further, pressure to accept early compromises the Career Center’s efforts to enforce our student policy against reneging.

**Rescinding Employment Offers**
The UC Irvine Career Center strongly encourages employers to consider every alternative before revoking an offer of employment. Employers who cannot avoid rescinding or deferring employment offers should carefully review the NACE guidelines and follow the recommendations issued in their position statement. NACE recommends that employers who must revoke an offer demonstrate that they have done everything possible to avoid rescinding offers, and to then consider alternatives. Alternatives may include changes in job responsibilities, salary reduction and/or reduced work weeks, changes in job locale, delayed starting dates, and other reasonable options.

**Compensation and Fees**
- Employers offering paid positions must pay at least the California State minimum wage (calculated over any time scale such as hourly, weekly, semi-monthly, monthly, or annually).
- Organizations only offering stipend, unpaid, or volunteer positions must meet the organizational definitions/requirements that allow them to do so legally. They must clearly state the pay status when posting opportunities on ZotLink. Consult legal counsel with questions.
- Commission Sales Positions: If no initial base salary is provided, the form of remuneration should be clearly stated in the employer’s job descriptions and at the end of the initial interviews.
- The Career Center does not allow for recruitment for positions requiring donations, application fees, investments, or the purchase of training or start materials. If your position requires new hires to pay fees for certain federal and state licensing requirements (e.g. real estate, securities, etc.), that must be clearly outlined in your ZotLink posting.
- The Career Center reserves the right, at any time, to remove ZotLink postings or decline further services to employers who do not abide by the Career Center Guidelines for Employers.

**EXCEPTIONS AND CONSEQUENCES**

**Exceptions to Policies and Guidelines**
The Career Center reserves the right to make exceptions to these guidelines as warranted by special circumstances (i.e., in certain situations deemed to be acceptable and beneficial to our students, the Career Center, the University, or recruiters using our services). Exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that the same decision will apply in the future.

**Consequences**
Employers violating any of these guidelines may receive deferred interview dates or be denied access to the recruiting program for the following season. Each circumstance is evaluated independently on the level of the violation and related factors.

Students who violate our guidelines are required to meet with Career Center staff. Each case is evaluated independently. Consequences range in scope and can include forfeiture of all campus recruitment privileges.
2015-2016 RECRUITMENT CALENDAR

Fall 2015
Instruction Begins: Thursday, September 24
Career Center Information Sessions Begin: Monday, October 12
On-Campus Interviews Begin: Monday, October 12
Veterans Day Holiday: Wednesday, November 11 (UCI Career Center closed)
Thanksgiving Holiday: Thursday-Friday, November 26-27 (UCI Career Center closed)
Last Day of On-Campus Recruiting: Friday, December 4

Winter 2016
Instruction Begins: Monday, January 4
Career Center Information Sessions Begin: Tuesday, January 19
On-Campus Interviews Begin: Tuesday, January 19
Martin Luther King, Jr. Holiday: Monday, January 18 (UCI Career Center closed)
President’s Day Holiday: Monday, February 15 (UCI Career Center closed)
Last Day of On-Campus Recruiting: Friday, March 11

Spring 2016
Instruction Begins: Monday, March 28
Career Center Information Sessions Begin: Monday, March 28
On-Campus Interviews Begin: Monday, March 28
Memorial Day Holiday: Monday, May 30 (UCI Career Center closed)
Last Day of On-Campus Recruiting: Friday, June 3

Click Here For Additional Career Fair Information