

## Employer Recruitment Policies

The UCLA Career Center supports employers in maximizing their recruiting results and assisting our students in making informed career decisions. Striving to establish a fair and balanced process to meet both employers' and students' needs, we created the following recruitment policies that adhere to our professional principles. To assure an equitable recruitment process for all parties, we rely on employers to actively communicate any potential concerns, conflicts, and/or difficulties with the Career Center. We expect employers who recruit at UCLA (i.e., post jobs or internships, interview, attend a career fair, host an information session or presentation) to work within the framework of the [NACE Principles for Employment Professionals](#), the [Equal Employment Opportunity \(EEO\) Policy](#), the UCLA Career Center policies, and the [UCLA EDI guidelines](#).

### Career Fair Policies

#### Registration:

The UCLA Career Center strongly encourages employers to post one or more jobs via Handshake prior to the fair in order to participate.

#### Invoicing & Payment:

Payment is due 14 days before the start of your registered event. If you have opted to be an Undergraduate Business Society (UBS) or Undergraduate Students Mathematics Association (UMSA) Corporate Sponsor you will receive an invoice directly from the leaders of UBS or UMSA. Your fair registration fee will be paid to the UCLA Career Center.

Invoices are generated within 72 hours. Government agencies, please contact us about payment timeline issues at [recruiting@career.ucla.edu](mailto:recruiting@career.ucla.edu)

#### Cancellation/Refund:

Any cancellation/refund requests submitted at least ten (10) business days prior to a fair or targeted event are subject to a \$75.00 processing fee. A refund of the balance will be returned to you. If you cancel before making a payment (ten (10) or more days prior), your invoice will be updated to reflect the \$75.00 processing fee. No refunds will be issued for any cancellation submitted less than ten (10) business days prior to an event. However, you may request to transfer your paid registration fee to another scheduled event within the academic year. All cancellation and/or transfer requests must be received in writing. Please send your request to [recruiting@career.ucla.edu](mailto:recruiting@career.ucla.edu).

### Information Session and Event Policies

#### Request Submissions:

Information Session or Event requests must be submitted at least 2 weeks prior to the date of the requested event.

Confirmation of information session requests is not guaranteed and approval takes about 7 business days.

We recommend scheduling at 5:30 pm or 7:30 pm on the date of your choice to maximize student attendance, and for your use of our in-person information session facilities. Virtual information sessions are approved on a limited basis. If you would like to guarantee approval of a virtual information session, we have a \$175 option that includes a promotional email. Please reach out to [recruiting@career.ucla.edu](mailto:recruiting@career.ucla.edu) for more details.

To ensure your session is well-staffed by our Industry Relations team, we are unable to approve information sessions on in-person career fair days. We cannot approve requests during the duration of our virtual career fairs. Sessions scheduled for outside of the career fair timeframe on the day of a virtual career fair is allowed. Please review our calendar of events, [here](#).

### **Invoicing & Payment:**

Once your requests are received, your invoice will be created based on the options selected for room size & audio-visual needs. Once your invoice is ready, it will be emailed to you through the Handshake system. Please check your inbox and spam folder as these emails tend to get lost. Information session(s) or event(s) must be paid in full 14 days before the start of your registered event or may be subject to cancellation. Credit card payments are accepted within Handshake. You may also pay by check. Instructions for doing so are noted on your invoice.

### **Cancellation/Refund:**

Any refund requests submitted at least 10 business days prior to a fair or targeted event are subject to a \$75.00 processing fee. No refunds will be issued for any cancellation submitted 10 or fewer business days prior to an event. Please submit all cancellation notifications via email to [recruiting@career.ucla.edu](mailto:recruiting@career.ucla.edu).

## **On-Campus Interview Scheduling Policies**

UCLA's On-Campus Interview program allows employers to interview our top students for internships and job opportunities in an efficient way and at no cost.

Employers are responsible for and expected to inform students about hiring timelines, processes, and decisions. Students should be respectfully given sufficient time to make an informed decision about offers they receive.

On-campus interviews can be scheduled in-person or virtually during the fall, winter, and spring quarters. To submit an interview schedule, follow [Handshake's instructions](#). When requesting an interview schedule please consider the following:

- Submit your request at least two weeks prior to the actual interview date.
- Interview schedules requested for the same day as our major [career fairs and events](#) will not be approved.
- On-campus interview hours are from 8am – 5pm (last interview must be concluded by 5pm).

## **First-Round Interview Policies**

Please schedule your first-round interviews through [Handshake](#). For assistance, contact our Industry Relations staff at (310) 206-1902 or email: [recruiting@career.ucla.edu](mailto:recruiting@career.ucla.edu).

## **Second-Round Interview Policies**

The UCLA Career Center does not permit students to cancel first-round interviews with an employer in order to attend second-round interviews with another employer. Violations will result in suspension of campus recruiting privileges. We have established the following expectations for employers to ensure students' ability to comply with our second-round policy:

Employers are expected to give a minimum of three (3) full business days' notice of a second-round interview in an off-campus location (Example: for a Wednesday interview, students must be notified by the previous Thursday).

At all times, it must be clearly communicated to the student that they should feel comfortable speaking up about any prior scheduling commitments.

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.

### **"Room Only" Schedules**

If you do not use the Career Center's Handshake template system to schedule interviews, a copy of your list of candidates along with interview appointment times must be provided to Industry Relations staff via email at: [recruiting@career.ucla.edu](mailto:recruiting@career.ucla.edu) prior to the interview date.

## **Job Offer and Acceptance Policies**

Stipulated in the NACE Principle for Professional Conduct, "Employment professionals will refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame."

The UCLA Career Center expects employers to allow students sufficient time to weigh employment options and make informed decisions. (See Exploding Offers/Excessive Pressure below.) Similarly, we discourage students from making rushed decisions about job or internship offers for which they cannot fully abide. Such hasty decisions create discord and distress for all parties.

### **Exploding Offers/Excessive Pressure**

The UCLA Career Center defines an exploding offer as any offer with an expiring date that requires the students to accept it in less than two weeks or it will be rescinded. 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. Further, asking a student if he or she is ready to decide 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 may not be ready to make a final decision before completing all their interviews.

Further, pressure to accept early compromises our efforts to enforce our student policy against renegeing.

### **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.

### **Consequences**

Employers violating any of these policies may receive deferred interview schedule 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 policies are required to meet with Career Center staff; each case is considered individually. Consequences range in scope and can include forfeiture of all campus recruiting privileges.

### **Timeframe Guidelines for offers\***

In order to prevent renegeing:

- We request employers to allow students until November 1 to accept an offer after the completion of summer internship program.
- Students need time to make informed decisions when comparing and responding to offers throughout the academic year. To facilitate this process, employers are expected to provide students with a minimum of 2 weeks to make their decision from a written offer.

\*An exception to the above recruitment timeline has been made for public accounting firms, who may have adjusted timelines and schedules that have been communicated with the UCLA Career Center and the UCLA Undergraduate Accounting Program. If you would like to learn more about the latest recruiting timelines for accounting, please contact our team at [recruiting@career.ucla.edu](mailto:recruiting@career.ucla.edu).

Other exceptions to this recruitment timeline require consultation and approval by the Career Center. Upon approval these exceptions must be clearly stated in the job postings.

### **Deferred Start Dates/Rescinding Employment Offers**

The UCLA 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 guidelines and follow the NACE recommendations issued in their position statement.

NACE recommends that employers who must revoke a commitment demonstrate they have done everything possible to avoid rescinding offers, and to then consider alternatives. These may include changes in job responsibilities, salary reduction and/or reduced work weeks, changes in job locale, delayed starting dates, and other reasonable options.

\*\*\*Before rescinding or deferring a start date with a student, please notify our office to explore alternatives and share the relevant circumstances, at (310) 206-1902 or [recruiting@career.ucla.edu](mailto:recruiting@career.ucla.edu)\*\*\*

## **Non-Discrimination & Harassment Policy**

UCLA is committed to providing an educational and working environment that is free of unlawful discrimination and harassment. In accordance with the University, Federal, State, and City laws and regulations, the UCLA Career Center prohibits discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status in the uniformed services. The University also [prohibits sexual harassment](#).

## **Alcohol Policy**

Use of alcohol at any time during the recruiting process is inappropriate, on or off campus. This includes receptions, dinners, company tours, etc.

## **Confidentiality Policy**

All materials received from our students (letters, resumes, transcripts - via email or hard copy), should be shared only with those persons at your firm involved in the hiring process. There will not be 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). Additionally, do not forward emails from students to others inside or outside your organization. Forwarding these messages potentially compromises their current employment.

## **Third-Party Agencies Policy**

Third-Party Agencies may ONLY post bona fide positions with the Career Center. Job postings must disclose the company for which candidates will be hired. Campus interviews are available only if scheduled and conducted by the hiring organization's employees, rather than by third-party representatives. The Career Center reserves the right to make a determination of the appropriateness of the positions being offered to the population that we serve. For more information, visit [NACE Principles of Third- Party Recruiters](#).

## **Commission-Based Sales Positions Policy**

100% commission-based positions are not eligible for on-campus interviews and may be offered subject to the following:

- Full disclosure about the nature of the compensation is provided in writing.
- The position must be posted to Handshake.

Interested in recruiting with us? Fill out our [Successful Recruiting at UCLA form](#) and a member of our team will follow up with you directly.