

## University of Chicago | Undergraduate Student Recruiting Guidelines

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As a University of Chicago student, you have access to a robust suite of experiential education and recruiting opportunities that support your career exploration and development. We have established guidelines and policies that will assist you in navigating recruiting, professional conduct and communication.

Employers and alumni recruiting on campus invest time and resources in the process. By submitting your application materials through Handshake and on employers' websites, it is important you maintain the utmost integrity and honor your commitments to organizations with which you are engaging. This includes but is not limited to company information sessions, coffee chats, and networking events, job/internship search process, and interactions with alumni, staff, and peers. Additionally, we expect that you attend Career Advancement programs and events for which you have signed up or have been selected, such as advising appointments, treks and job shadowing experiences, and workshops. Failure to attend, especially when capacity is limited, reflects poorly on the University and may result in deactivation from recruiting.

### ON-CAMPUS INTERVIEWS

Late cancellations and/or missing a scheduled interview takes away opportunities from your peers and is a violation of professional conduct and will result in temporary deactivation from on-campus recruiting for the first offense and permanent deactivation for repeated offense.

- Cancellations through Handshake must be made 48 hours prior to the interview.
- If you elect to cancel an interview after interview sign-ups have closed, or you cannot attend due to an emergency, or if you have accepted another offer, please contact Career Advancement immediately at 773-702-7040 and ask to speak to Employer Relations.

### JOB AND INTERNSHIP OFFERS

A verbal or written offer acceptance is a commitment in good faith. You should promptly withdraw your applications from all other positions and courteously decline other offers. Reneging an accepted offer or continuing to interview can result in permanent deactivation from recruiting.

- Beginning September 1, 2019 if you have accepted a summer 2020 internship offer, you agree that you will no longer participate in the recruiting process.
- UChicago asks employers to give students a minimum of 1 week to respond to all employment offers.
- For return offers given during the summer, employers are asked to give students until November 1, 2019 to respond.

### SUMMER INTERNSHIP START DATES & FCPA

Requests for early finals must be discussed directly with the appropriate faculty member and it is at the professor's discretion to accommodate this type of request.

- Finals cannot be taken earlier than College Reading Day. Plan ahead to avoid possible scheduling conflicts between final exams and internship start dates and ensure they are resolved prior to the end of add/drop registration period.
- If going overseas, you agree that you will educate yourself about applicable local laws and abide by them, including local anti-bribery laws. Please review the [University Foreign Corrupt Practices Act \("FCPA"\) Policy](#).

### CAREER ADVISING RECORDS

By submitting your application materials, you authorize Career Advancement to share information, including information that may be considered as education records under the Family Educational Rights and Privacy Act, with individuals outside the University, including employers.

Print Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_ Date: \_\_\_\_\_

UChicago Email Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact your career adviser or [Career Advancement](#) if you have any questions.