



Guidelines and Expectations for Employers Recruiting from University of Chicago - College

This agreement is designed to communicate the expectations, policies, and procedures regarding the recruiting services provided by the Office of Career Advancement.

Equal Opportunity and Nondiscrimination

In keeping with its long-standing traditions and policies, the University of Chicago, in admissions, employment, and access to programs, considers students and employees on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to study or work at the university. The University of Chicago prohibits sexual harassment. The University cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without particular regard to his or her sex or any other factor that is irrelevant to participate in the life of the university. Please also note that the University of Chicago considers for admission all students who apply, regardless of citizenship and including undocumented students. As such, students who work with our office may be U.S. citizens, permanent residents, international students, students with DACA, or students who are undocumented.

Ethical Principles from the National Association of Colleges and Employers (NACE)

These principles for ethical practice were developed by a task force of recruiting and career service professionals and endorsed by the NACE Board of Directors. A condensed version is listed below, but please reference the [full text](#).

Employment Professionals and Employer Representatives will:

- Work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- Refrain from any practice that improperly influences and affects job acceptances.
- Maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting.
- Supply accurate information on their organization and employment opportunities.
- Strive to communicate decisions to candidates within the agreed-upon time frame.
- Maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases.

Employers must advise the career services office of any test conducted on campus and eliminate such a test if it violates campus policies. Employment professionals must advise students in a timely fashion of the type and purpose of any test used in part of the recruitment process and to whom the test results will be disclosed.

Interview Scheduling

Employers are encouraged to make accommodations for class conflicts. Due to extremely busy student schedules, employers must offer flexibility in scheduling interviews by providing alternative interview dates. Interviews during reading and final exam periods are discouraged - please refer to our recruiting calendar. Students must obtain permission from professors for any interviews and/or job start dates that interfere with the academic and final exam schedules.

Student Job Offer Deadlines & Exploding Offers

Career Advancement encourages employers to give students *a minimum of one week* to evaluate internship and full-time offers. Please note that if you make any [return offers](#) to students interning with you this summer, we ask that you give students until *November 3, 2017* to respond to the offer.

Although offers may be initiated via telephone, we encourage employers to present offers to students in writing before the student is asked to respond.

Please note the University of Chicago is on the quarter system. Our 2017 - 2018 academic calendar begins on September 25, 2017 and ends on June 9, 2018. Students' final exams will primarily take place during the week of June 4, 2018. We are aware of potential timing conflicts with internship programs but ask that you work with students on an individual basis to create appropriate accommodations.

Exploding offers are not tolerated. Exploding offers require a student to accept a job offer within a very short period of time. We expect employers to honor all offers made to students and that no conditions will be placed on the offer such as diminishing bonuses or base salaries. Incentives may not be offered to induce students to accept offers early because this places undue pressure on a student, and therefore, is viewed as inappropriate conduct.