On-Campus Recruiting Expectations and Policies for Employers

This agreement is designed to communicate the expectations, policies, and procedures regarding the recruiting services provided by the Office of Career Advancement. The topic areas in this agreement are as follows:

- University of Chicago Equal Opportunity and Nondiscrimination Policies
- Ethical Principles from the National Association of Colleges and Employers (NACE)
- Career Advancement Interview Scheduling
- Career Advancement Student Job Offer Deadlines
- Career Advancement Interview Cancellation Policy

University of Chicago Policy Regarding 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 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.

University of Chicago expects all employers and their representatives that recruit students through campus interviews, job fairs, job listings and special events associated with the University to abide by applicable employment laws and to honor University of Chicago's commitment to equal opportunity, affirmative action and nondiscrimination in their recruiting and hiring practices.

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, a full text version may be seen at www.nacweb.org.

Employment Professionals and Employer Representatives will:

- Refrain from serving alcohol as part of the recruitment process.
- Strive to communicate decisions to candidates within the agreed-upon time frame.
- Know the recruitment/career services field, and the industry and the employing organization that they represent.
- Work within a framework of professionally accepted recruiting, interviewing, and selection technique.
- Supply accurate information on their organization and employment opportunities.
- Maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting.
- Refrain from any practice that improperly influences and affects job acceptances.
- Maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases.
- Cooperate with the policies and procedures of career serves and will honor recruitment commitments.

Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support to the educational institution or career services offices in the form of contributed services, gifts, or other financial support.
Those engaged in administering, evaluating, and interpreting assessments, tests and technology used in selection should be trained and qualified and qualified. 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.

When using organizations that provide recruiting services for a fee, employment professionals will inform the career services office about this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction.

When employment professionals conduct recruiting activities through student association or academic departments, such activities will be conducted in accordance with the policies of the career services office.

Employment professionals recruiting for international offices will do so according to EEO standards.

**Interview Scheduling**

Employers are encouraged to make accommodations for class conflicts. The University of Chicago believes that academics should take precedence over interviews. Due to extremely busy student schedules, employers must offer flexibility in scheduling 2nd round interviews by providing a minimum of two possible interview dates. Interviews are discouraged during reading periods and final exam periods; please refer to our campus and recruiting calendar, which lists the dates for reading and final exam periods.

**Student Job Offer Deadlines**

The University of Chicago requires employers recruiting on campus to give students at least one week to evaluate a job or internship offer. Firms with offer deadlines of one week or more may follow their own policies. Student requests for offer deadline extensions may be evaluated at the employer's discretion and should be agreed upon between the employer and the student.

Although offers may be initiated via telephone, we encourage employers to present offers to students in writing (via email or postal mail) before the students asked to respond.

Please note the University of Chicago is on the quarter system. Our 2015-2016 academic calendar begins on September 28, 2015 and ends on June 11, 2016. Students’ final exams will primarily take place during the week of June 6, 2016. We are aware of potential conflicts with internship programs but encourage you to work with students on an individual basis to accommodate flexible start dates should there be a need.

While some faculty member will allow students to take finals early, we ask that you please respect the academic calendar to allow students to complete their academic commitments before the start of internships. In many cases they can work until mid-September. Academics come first and you are expected to follow the final exam schedule — it is at the professor's discretion to allow for accommodation/change of final exam date.

**Exploding Offers**

Exploding offers are not tolerated. Exploding offers require a student to accept a job offer within a very short period of time (in conflict with the timing outlined above). 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.

**On-Campus Interview Cancellation Policy**

University of Chicago requests that campus interview cancellations be made a minimum of four weeks in advance of the interview date to allow our interviewing facilities to be used by others. Please note that space is limited and we appreciate advanced notice if your schedule should change.