



## Caltech Career Development Center (CDC) Recruiting Guidelines and Policies

The California Institute of Technology has developed the following guidelines to promote an equitable and fair recruiting experience on behalf of our employers as well as our students. It is our expectation that employers who participate in on-campus recruiting become familiar with the following policies as well as reference these policies throughout the year.

### **Distribution of Policy**

All members of your company/organization are encouraged to adhere to the policy. By default, by requesting to recruit at Caltech via Handshake you are agreeing to the following policies. Please distribute to anyone that will be involved directly or indirectly with the selection process.

### **Introduction**

The Career Development Center supports employers in both 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 upon employers to actively communicate with the CDC any potential concerns, conflicts and/or difficulties. We expect employers who recruit at Caltech (i.e., post jobs/internships, attend a career fair, host an information session/presentation) work within the framework of [the NACE Principles for Employment Professionals](#), as well as Caltech's [Policy on Nondiscrimination and Equal Employment Opportunity](#), and the CDC policies and guidelines in this document.

Working with us implies that you have read and agree to adhere to these principles. The CDC reserves the right to update or change this policy as needed.

### **Registration**

Employers should register on **Handshake** in order to participate in on-campus interviews and events such as information sessions. We ask that employer visits to campus be reported to the CDC office and posted on **Handshake** in order to assist in marketing events and promoting them campus-wide. Recruiting events include networking events, information sessions, diversity events, fairs and presentations where an employee or founder of a company will be interacting with students or postdoctoral scholars.

### **Contacting Students**

Student contact information can be obtained through Handshake. Students can be contacted via the information provided in the system or on their resumes. Students should not be contacted through Facebook or other social media sites.

### **Job Postings**

### **Job Announcements**

All jobs must be posted on Handshake prior to being circulated to Caltech clubs and organizations.

## Eligibility for Approval

Job postings must meet the following criteria for approval:

- Salary range
- Profile completely filled out (including website) and match the information on your website
- Email address must be for a specific person (not [resumes@company.com](mailto:resumes@company.com) or [info@company.com](mailto:info@company.com))
- Include the name of at least one point of contact with your organization
- Position responsibilities must be clearly defined
- Position should be a W-2 position (no 1099s)
- Position should be relevant to our degree options in science, technology, engineering, and math (STEM).

## Job Offer and Decision Timeline

According to the Principles for Professional Conduct established by NACE, "Employers are expected to provide students with a reasonable amount of time to make decisions about accepting an employment offer. [Employers] are also expected to provide students with a reasonable process for making such decisions. In addition, it is improper for employers to impose undue pressure on students regarding acceptance of job offers, including pressure on the student to revoke their acceptance of a job offer from another employer".

The offer policy was created in the spirit of being respectful of employers' timelines and hiring needs while providing students with sufficient time to consider offers of employment. It is designed to minimize incidents of renegeing (pursuing and accepting an employment offer after accepting another offer). It has been our experience that students who feel undue pressure to make an employment decision are often more prone to renege after accepting; adhering to the timeframes detailed in the offer policy is therefore in the best interests of both employers and students.

We encourage employers to allow students to fully participate in OCR opportunities before making a decision. For that reason, we request that:

- For all return offers\* received after completing a summer internship\*\*, students should be given at least until **October 21st or three (3) weeks** (whichever is later) to respond.
- For all other offers with a start date in the following calendar year/s, students should be given until **Nov. 15th or three (3) weeks** (whichever is later) to respond.
- All offers with a start date in the current calendar year should provide students a minimum of three (3) weeks to respond.

*\*At a minimum, an offer of employment for a full-time or internship position should be in writing, and should contain the following information: job title, anticipated start date, and basic financial information such as salary, bonus, stock options, and/or relocation support.*

*\*\*An internship constitutes a work experience that provides students with practical knowledge in a particular field or area of study. They are a type of hands-on, experiential learning that occurs in a professional work setting for a specified period of time (10-12 weeks, 20-40 hours). Students are assigned an on-site supervisor who creates specific learning objectives to be achieved throughout the duration of the internship.*

## 2019-2020 Recruiting Calendar

**Summer 2019:** June 18 – August 31

**Fall 2019 Recruiting Period:** October 1 – November 15th **Midterm Exam Period:** October 30-November 5

**Winter term 2020:** January 6 - March 18 – **Midterm Exam Period:** February 5-11

**Spring term 2020:** March 30 – June 5 – **Midterm Exam Period:** April 29- May 5

## **Exploding Offers/Excessive Pressure**

The CDC 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. Further, asking a student if he or she is ready 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 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 reneging.

## **Second Round Interviews**

The CDC does not permit students to cancel first-round interviews to attend second-round interviews. Students who do so face suspension of their campus recruiting 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 must 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).

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.

## **Recruiting/Hiring Tracking and Data**

The CDC sends out an annual survey during the summer requesting data from the previous year. We ask that you complete this survey by the start date of the upcoming recruiting season in order for the CDC to be able to track the success of our students.

## **Full Disclosure**

### **Start dates**

Offer letters should include a start date. Candidates who interview with employers on campus expect to start work after graduation and by mid-September at the latest. Employers who anticipate start dates later than October 1 should disclose this to the CDC when scheduling campus interview dates and to students through the posted job description in Handshake.

Internships should not commence prior to the last day of finals. Offer letters must have a start date no sooner than one day after the last day of final examinations that is usually mid-June. For an exact date, please refer to our [academic calendar](#).

### **Basis of compensation**

For employers to participate in OCR or job postings, they must offer bona fide positions that do not require new hires to pay a fee for training or other job-related expenses. Employers who compensate employees based on a partial commission must give an accurate estimate of expected earnings. Employers who compensate employees based solely on commission are ineligible to participate in on-campus interviews.

## **Rescinding Employment Offers**

Employers who cannot avoid rescinding or deferring employment offers should carefully review the guidelines and follow the NACE recommendations issued in their position statement. The CDC encourages employers to consider every alternative before revoking an offer of employment.

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.

[http://naceweb.org/rescinded\\_offers/](http://naceweb.org/rescinded_offers/)

## **On-Campus Events**

### **Student Access**

All events on campus should be open to all Caltech students, regardless of academic level. You may target specific degree levels or options, but all students are allowed to attend.

### **Contacting Faculty and Caltech Staff (outside of CDC)**

Recruiters or other employees of your company are encouraged to go through the CDC in order to make connections with other departments on campus including faculty. We want to support your initiatives on campus and can facilitate these meetings to make sure the correct contacts are made and followed-up with.

### **Event Start and End Times**

The most common times for information sessions are a) during the lunch hour(12-1pm) and b) late afternoon from 4pm-5pm. All events must have a campus host either from a student group, on-campus organization or a member of the CDC staff.

### **“Club” and Social Events**

The CDC is happy to work with clubs on campus to organize events. We ask that initial communication is sent to [clubs@caltech.edu](mailto:clubs@caltech.edu).

### **Refreshments**

You may provide refreshments at your own cost. Refreshments are not required; however, we have prepared a list of vendors for your convenience which may be obtained by contacting the recruiting coordinator.

### **Attendees**

OCR events are exclusively for Caltech students, alumni, and Caltech/JPL postdoctoral scholars. Attendees who are not affiliated with Caltech should not be invited. After the event, the recruiter or presenter is asked to supply the CDC with a sign-in sheet from the event.

### **Alcohol**

Use of alcohol at any time during the recruiting process not permitted, on or off campus.

## On Campus Interviews

### **Scheduling**

On-campus interviews, as with all OCR events, should be scheduled in Handshake. Students will apply and submit materials to your position(s) through our online system, Handshake, to be eligible to interview with you when you visit Caltech. If you will be interviewing a student that has not submitted a resume via Handshake, please ask them to do so prior to their interview appointment. You are encouraged have an interview schedule in Handshake. You should not block out a room for interviews (“room only” reservation) via Handshake unless you choose pre-select and/or open interviews. On-campus interviews are solely for Caltech students, alums and Caltech/JPL postdoctoral scholars.

### **CDC Office Hours**

The office hours of the CDC are 9:00am – 5:00pm. Interviewers using the CDC office for interviews may only schedule and conduct interviews during the CDC’s office hours.

### **Academic Calendar**

**Summer 2019:** June 18 – September 13

**Fall term 2019:** October 1 – December 13

**Winter term 2020:** January 6 - March 18

**Spring term 2020:** March 30 – June 5

### **Summer Recruiting**

We typically do not schedule recruiting events during the summer because few of our students are on campus. Graduate student and Post-Doc recruiting is encouraged to continue.

## Candidate Selection

### **Non-Discrimination**

The CDC prohibits discrimination on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, disability, or veteran status as specified by federal, state, and local laws and regulations.

### **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.

## Consequences for Non-Compliance

Employers violating any of these policies 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 policies are required to meet with CDC staff; each case is considered individually. Consequences range in scope and can include forfeiture of all campus recruiting privileges.