

## Caltech Career Development Center (CDC) Recruiting Policies for Employers

### Distribution of Policy

All members of your company/organization must adhere to the policy. By default, by requesting to recruit at Caltech via Handshake you are agreeing the following policies. Please distribute to anyone that will be involved directly or indirectly with the selection process. They will be expected to following the policies regardless of having their own Handshake account or not.

### Introduction

All employment professionals participating in the On-Campus Recruiting Program are required to work within a framework of professionally accepted recruiting, interviewing and selection techniques as stipulated in the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#), as well as Caltech's [Policy on Nondiscrimination and Equal Employment Opportunity](#).

All organizations that recruit at Caltech are bound by the following policies. These policies are applicable to organizations who recruit Caltech students via On-Campus Recruiting (OCR) and standard job postings. This also includes contacting students via Handshake, networking events, social gatherings, information sessions, fairs and presentations, virtual career fairs, and, club events. The CDC reserves the right to update or change this policy as needed.

### Registration

All employers must register on Handshake in order to participate in on-campus interviews and events such as information sessions. ALL employer visits to campus must be reported to the CDC office and posted on Handshake. Recruiting events encompass all social gatherings, 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 should only be obtained through Handshake. Students may only 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

We are very selective regarding the jobs we approve. Job postings must meet the following minimum criteria for approval and may be subject to further requirements:

Salary must be included

Profile completely filled out (including website) and match the info on your website

Email domain that matches the domain of your website

Email address must be for a specific person (not [resumes@company.com](#) or [info@company.com](#))

Include the name of at least one point of contact with your organization

Position responsibilities must be clearly defined

Position must be a W-2 position (no 1099s)

Position must require at least a bachelor's degree and 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 CDC firmly believes that allowing students adequate time to make an informed decision whether to accept or decline an offer is in the best interest of both students and employers. Students feel more secure in their choices after they have analyzed all the information available to them, and employers can feel more confident that students have accepted their offer with every intention of honoring their commitment.

We encourage employers to allow students to fully participate in OCR opportunities before making a decision. For that reason, we request that students are given until one day past the end of that term's recruiting cycle to make a decision or two weeks, whichever is later, to respond to job offers.

INTERNSHIP to FULL-TIME OFFERS: Employers who extend offers to summer interns to return as a full-time employee or for another internship the following year must give that student until one day past the fall recruiting session (see schedule below) or two weeks to respond, whichever is later.

### **2017-2018 Recruiting Calendar**

Summer 2017: June 19 – August 31 (Graduate student recruiting only)

Fall term 2017: September 5 - November 17 (undergrad recruiting begins on October 2)

Winter term 2018: January 3 - March 9

Spring term 2018: April 2 - May 31

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

In addition to allowing students to fully participate in OCR opportunities before making a decision, employers should not make offers or pressure students to accept "early" offers by attaching incentives involving diminishing bonuses, reduced options for location preferences, etc. for an early response time.

### **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. This survey must be completed by the start date of the upcoming recruiting season in order for the employer to maintain recruiting privileges on campus.

### **Start dates**

All offer letters must 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 must disclose this to the CDC when scheduling campus interview dates and to students through the posted job description in Handshake.

Internships may 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 which 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. Salary must be included in the original job posting.

### **Timely Communication**

Employers are expected to keep students informed of their status in the hiring process and to communicate hiring decisions within a reasonable time frame.

### **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 must be open to all Caltech students, regardless of academic level. You may target specific degree levels or options, but all students must be allowed to attend.

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

Recruiters or other employees of your company (including Caltech alums) may not contact faculty or Caltech staff outside of CDC staff to set up OCR events or interviews.

### **Use of Facilities**

All room reservations for OCR events or interviews must be made through the CDC. Any employer that attempts to make their own room arrangements through faculty, student, or any personal connection may be banned from recruiting on campus.

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

The most common times for information sessions are 1) during the lunch hour and 2) late afternoon from 4pm-5pm. All information sessions must take place during normal business hours of 8am-5pm. All information sessions must conclude by 5pm, regardless of location on campus.

### **Athenaeum Events**

Any employer wishing to hold an event at the Athenaeum must first have the event approved by the CDC. Events at the Athenaeum will be approved on a case by case basis. These events are subject to many policies and they may not be approved by the CDC.

### **“Club” and Social Events**

Recruiters may not contact clubs to set up information sessions or other OCR events. All information session requests must be made through Handshake and, once approved and scheduled, you may reach out to appropriate clubs. Student clubs may only sponsor career-related events in conjunction with CDC. The CDC must be consulted from the inception.

### **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, postdoctoral scholars and alumni. Attendees who are not affiliated with Caltech may not be invited. Recruiters who invite non-Caltech attendees may be banned from further recruiting at Caltech. After the event, the recruiter or presenter must supply the CDC with a sign-in sheet from the event.

### **Alumni House Events**

Any employer wishing to hold an event at the Alumni House must first notify the CDC. The CDC will then collaborate with the company and alumni office staff to coordinate event plans.

### **Alcohol**

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

## **On Campus Interviews**

### **Scheduling**

All on-campus interviews, as with all OCR events, must be scheduled in Handshake. Students must 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 must have an interview schedule in Handshake. You cannot 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 postdoctoral scholars.

### **CDC Office Hours**

The office hours of the CDC are 8:00am – noon and 1 p.m. -- 5:00pm. Interviewers using the CDC office for interviews may only schedule and conduct interviews during the CDC’s office hours.

### **Cancellations**

If you must cancel an interview day, we request that you cancel as early as possible, and in no event later than the employer preselect date.

### **Recruiting Calendar**

Summer 2017: June 19 – August 31 (Graduate student recruiting only)

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### **Summer Recruiting**

We typically do not schedule recruiting events during the summer because few of our students are on campus. We will allow events to be scheduled if the event is scheduled at least 30 days in advance so that students have ample time to make travel arrangements if they wish to attend.

## **Candidate Selection**

### **Use of Social Networking Sites in Selection of Candidates**

NACE reported that a significant percentage of employers are using social networking sites such as Facebook and Instagram to screen potential candidates. We expect you will provide a clear explanation of your selection process to potential candidates. If you consider social media content in evaluating a potential employee, we request that you state this in your job/event descriptions.

### **Third Party Recruiting**

Third parties (employment agencies, contracted consultants, and search firms) may post jobs and participate in OCR provided that they recruit for only one employer and they identify that employer and the positions they seek to fill to the CDC and candidates. We must have written approval from the employer that you have been retained to assist with hiring employees.

### **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.