TALENT RECRUITMENT GUIDE AND POLICIES

The University of North Carolina at Charlotte is an Equal Opportunity Employer. In order to ensure an equitable recruiting process for employers and students alike, the University of North Carolina at Charlotte's University Career Center (UCC) has several Employer Recruiting Policies of which all companies recruiting our students should be aware. We ask students and employers to familiarize themselves with these policies, as both parties will be held accountable for their behavior as it relates to these guidelines.

The University Career Center provides a job database system to benefit both external employers and students of UNC Charlotte. It is the policy of UCC to list positions related to employment only with legitimate businesses. Due to the inability to authenticate jobs related to in-home care with private individuals, the UCC will no longer list jobs related to in-home employment. This includes any position where work takes place in an individual's home (babysitting, senior companions, housekeeping, yard work, etc.). This policy is effective as of October 1, 2015.

Principles of Professional Conduct

The services and programs of The University of North Carolina at Charlotte UCC have been developed in accordance with the Principles for Professional Conduct established by the National Association of Colleges and Employers (NACE). Employers using services and/or facilities of the Center for campus interviewing, employment listings, candidate referral, career fairs and/or information group meetings are expected to follow these guidelines. All employers must abide by Equal Opportunity Employment and Americans with Disabilities Act guidelines. Additional policies include:

- Employers must provide valid contact information including an organizational email account. Personal email addresses (Yahoo, Gmail, Hotmail, etc.) will not be authorized to use UCC services.
- Multi-level or pyramid marketing opportunities are not accepted.
- Organizations promoting opportunities for independent contractors or to start their own business are not eligible to participate in UCC activities.
- Employers are not allowed to solicit or sell their products or services during the course of recruitment.

Student Offer Acceptance Expectation

The University of North Carolina at Charlotte expects any student accepting a job offer to honor their commitment to the accepted position and company. Our office will not tolerate reneging on offers, as this not only affects the individual student's relationship with the affected company, but that of their classmates and the institution, as well. As a result, students who renge on an accepted offer will be subject to a number of penalties, as deemed appropriate by the UCC. These penalties can include immediate elimination from the Resume Book, loss of all access to Job Postings and all Center resources, and suspension from Hire-A-Niner.

Updated December 2015
Employer Recruiting Policies Acceptance Expectation

All companies who recruit University of North Carolina at Charlotte students, either on- or off-campus, should be aware of, and adhere to, our recruiting policies. The UCC staff is happy to help you with any questions or to address any concerns that a company might have about these policies. However, there will be penalties, should a company breach these policies. Depending on how egregious the violation, penalties can include but are not limited to: loss of priority scheduling status, restriction on student and event access, cancellation of on-campus events, and being added to a list of company violations, accessible to the University community.

Principles for Third Party Employers

According to the National Association of Colleges and Employers (NACE), third-party employers are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

Adapted from the National Association of College’s and Employers (NACE) Principles for Professional Practice.

Third-Party Recruiter Services

The UNC Charlotte University Career Center (UCC) policy states that third-party employers who contract to recruit on behalf of client organizations or for their own internal positions are permitted to utilize the following recruitment services offered by the UCC:

- Approved third-party employers may post positions online in Hire-A-Niner. All position fees must be paid by the employer and no financial investment or payment required by student or alumni for employment
- Approved third-party employers may register and attend career fairs with the following requirements:
  - A job posting must be created and posted prior to the fair for verification of the organization(s) you are recruiting for (administrative view only)—including internal hires—along with the associated position(s)
- Approved third-party employers may participate in the on-campus interview program providing:
  - You must submit an interview schedule through Hire-A-Niner and link a job posting to the schedule
  - The use of on-campus recruiting space is only open to UNC Charlotte students and alumni

Services/Products NOT Available to Third-Party Employers:

- Search student resumes and profiles
- Access resume referrals/books
- Schedule information sessions or recruiting tables
- Setup employer office hours

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If a third-party employer would like to register with the UCC, your organization must adhere to our guidelines, policies, and national best practices procedures listed and described in the UCC Recruitment Policies and NACE Principles for Professional Practice. Any organization that violates these principles will have their recruiting privileges revoked. In order to register and recruit UNC Charlotte students and alumni, you must register through Hire-A-Niner.

The UCC reserves the right to deny a posting, contact access, and terminate an employer account at any time.

Hiring International Students

Curricular Practical Training (CPT) is only available to F-1 visa students who are and have been lawfully enrolled as a full-time student for at least nine consecutive months (The only exception is for graduate students who must begin a required practicum or internship immediately upon entering their Program of Study).

Curricular Practical Training refers to employment that is related to your major field of study and is required as part of your degree program, or is necessary to fulfill a course requirement, or otherwise is an integral component of your curriculum for which academic credit is required.

CPT can be authorized for part-time employment (20 hours per week or less) or full-time employment (more than 20 hours per week). Students who accumulate one year or more of full-time CPT are not eligible for Optional Practical Training (a separate program), which is usually authorized after the completion of a degree program. Authorization for CPT must be renewed each semester you wish to continue employment.

Optional Practical Training (OPT) is an employment benefit which allows eligible F-1 international students to gain valuable work experience in their field, usually following the completion of their program or coursework for their program in the case of graduate students in a dissertation or thesis period. To qualify, international students need to have been enrolled full-time for a minimum period of one academic year.

F-1 Curricular Practical Training Questions and Answers

When can I apply for this benefit?

At least 10 business days prior to the start date of employment

What documents do I need to present to apply for this benefit?

1. A written job offer indicating job title, dates of employment, number of hours, and physical location of employment.
2. The form "Curricular Practical Training Approval Request Form" completed and signed by your academic and/or internship advisor

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When can I begin work?

You may begin work only after you have obtained written permission from an International Student Advisor. CPT authorization cannot be backdated, and working prior to obtaining approval is a violation of status. If you work illegally, you must leave the United States, re-enter as an F-1 student, and wait nine months before becoming eligible for employment benefits, such as Curricular Practical Training or Optional Practical Training.

How long can I work in curricular practical training?

It depends. There is no upper limit on part-time Curricular Practical Training, but any student who works full-time CPT for 12 months or longer loses his/her Optional Practical Training benefits entirely.

Must I work for the same employer during the entire period of my CPT?

Changing employers while on Curricular Practical Training requires submission of a new application to an International Student Advisor. Please contact your international student advisor for further questions.

Advertising and Marketing On-Campus

Generic advertising to students may begin once recruitment season opens for UNC Charlotte. Only advertising that has been approved by the UCC may be used on-campus and through emailed correspondence directly to students and alumni.

Events and Programming On-Campus

Recruiting events are defined as any activity where company-specific information is presented/provided/shared including, but not limited to, details about company culture and opportunities. Events can include presentations, informational sessions, meetings, club events, networking events, and dinners. Events and programming to student clubs must be approved by the office. Companies may not require student attendance if it conflicts with class schedule. Presentations and events must be open to all students.

Student Right to Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) applies to any school that receives federal funding. Students consent to make their resumes available to recruiters through the Resume Books. However, the Resume Books are intended for the use of recruiters only; it is not available to every requester outside the University.

Updated December 2015
On Campus Interviewing (OCI)

Eligibility

**Students and Alumni:** All current UNC Charlotte students (Full-time and Part-time) may participate in On-Campus Interviewing. All UNC Charlotte alumni are eligible based on employer interest. Both students and alumni must have activated their account in Hire-A-Niner by completing their profile and uploading a current resume.

**Employers:** Employers must provide valid contact information including an organizational email account. Personal email addresses (Yahoo, Gmail, Hotmail, etc.) will not be authorized to use UCC services.

- Multi-level or pyramid marketing opportunities are not accepted.
- Organizations promoting opportunities for independent contractors or to start their own business are not eligible to participate in UCC activities.
- Employers are not allowed to solicit or sell their products or services during the course of recruitment.
- Approved third-party employers may participate in the on-campus interview program providing:
  - You must submit an interview schedule through Hire-A-Niner and link a job posting to the schedule
  - The use of on-campus recruiting space is only open to UNC Charlotte students and alumni

**Key Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 12, 2015</td>
<td>OCI Scheduling Begins</td>
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<tr>
<td>September 14, 2015</td>
<td>Fall 2015 Recruiting Begins</td>
</tr>
<tr>
<td>December 4, 2015</td>
<td>Fall 2015 Recruiting Ends</td>
</tr>
<tr>
<td>January 19, 2016</td>
<td>Spring 2016 Recruiting Begins</td>
</tr>
<tr>
<td>April 29, 2016</td>
<td>Spring 2016 Recruiting Ends</td>
</tr>
</tbody>
</table>

**Instructions for Scheduling**

- Login or create a Hire-A-Niner account at [career.uncc.edu/han/emp](http://career.uncc.edu/han/emp)
- Hover over the “My Interview Schedules” menu and select “Step 1: Reserve Rooms”
- Click “Add New Reservation” on the left under “Page Functions”
- Search the calendar of available dates and “Make Reservation” for the dates of interest
- Go back to the “My Interview Schedules” menu and select “Step 2: Request Interview Schedules”

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- Select your “Schedule Type”
  - Open: candidates can sign up for an interview time when they apply
  - Preselect: candidates apply and the employers review their application and accept or decline them for an interview
  - Rooms Only: employers will NOT use Hire-A-Niner to collect applications or make interview decisions.
- Click the check box beside the interview dates you selected when reserving your rooms
- Enter your “Interview Timeslot Preference” (interview duration)
- Click “Save & Continue”
- Link to an existing job, copy a previous job, or add a new job
  - You will need the following information to “Add New Job”: Job Title, Estimated Number of Openings, Job Description, Qualifications, How to Apply, Job Location, Position Type (internship, full-time, etc.), Majors
  - If you only want students to apply who meet certain criteria such as GPA, graduation date, classification, majors, etc., be sure to check the corresponding box beside the “Screening Options” for each area you want to screen by else all students will be able to apply.
- Review a summary of the schedule request, click “Submit Request”
- The UCC will confirm by email once the schedule has been activated to provide additional details
- We will contact you with any questions.

Information Sessions

Information sessions give companies the opportunity to promote their organization and provide current job or internship opportunities in an interactive setting. Most information sessions are one hour long and consist of a company presentation detailing the values and mission of the company, recent projects, company culture and their hiring process; followed by a Q&A and an opportunity for students to network with recruiters.

Eligibility

Students and Alumni: All current UNC Charlotte students (Full-time and Part-time) and Alumni may attend Information Sessions. Please pay attention to “Requirements”, this allows the employer to tailor the event to be viewed by specific students.

Employers: Open to all employers registered in Hire-A-Niner interested in recruiting UNC Charlotte students and alumni with the following exceptions:

- Multi-level or pyramid marketing opportunities will not be accepted.
- Positions requiring students to pay money upfront will not be accepted.
- Positions related to in-home care or in-home employment with private individuals will not be accepted (babysitting, senior companions, housekeeping, yard work, etc.).

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- Positions that violate copyright or intellectual property guidelines will not be accepted.
- Positions soliciting organ donations, blood donations, or clinical drug trials or studies will not be accepted.
- Positions soliciting illegal or fraudulent activities will not be accepted.

Availability
Info sessions are offered every Monday, Tuesday, and Wednesday during the recruiting season at 12:30 PM and 5:30 PM.

Instructions for Scheduling
- Login or create a Hire-A-Niner account at career.uncc.edu/han/emp
- Hover over the “My Info Sessions” menu and select “Available Info Session Dates”
- Click “Search” to view all available info session dates
- Click “Register” beside your date/time of preference
- Complete your registration profile and click “Save”
- The UCC will be in contact with a location for your info session along with additional details once we secure a room from the campus events team.

Career Fairs
Join one of our many campus wide recruitment venues to help your brand jump into the minds of students. For more information, check out our annual events page on the UCC Website.

Job Postings in Hire-A-Niner

Eligibility
Open to all employers interested in posting positions to recruit UNC Charlotte students and alumni with the following exceptions:

- Multi-level or pyramid marketing opportunities will not be accepted.
- Positions requiring students to pay money upfront will not be accepted.
- Positions related to in-home care or in-home employment with private individuals will not be accepted (babysitting, senior companions, housekeeping, yard work, etc.).
- Positions that violate copyright or intellectual property guidelines will not be accepted.
- Positions soliciting organ donations, blood donations, or clinical drug trials or studies will not be accepted.

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- Positions soliciting illegal or fraudulent activities will not be accepted.

Instructions for Posting Online

- Login or create a Hire-A-Niner account at [career.uncc.edu/han/emp](http://career.uncc.edu/han/emp)
- Hover over the “My Jobs” menu and click “New Job”
- Complete all required fields and click “Save”
- You will need the following information: Job Title, Estimated Number of Openings, Job Description, Qualifications, How to Apply, Job Location, Position Type (internship, full-time, etc.), Majors, Post Date, Expire Date
- If you only want students to apply who meet certain criteria such as GPA, graduation date, classification, majors, etc., be sure to check the corresponding box beside the “Screening Options” for each area you want to screen by. Otherwise, all students and alumni will be able to apply.
- Pay special attention to the field “Allow applicants to apply online through Hire-A-Niner.” If you select “Yes” students will be able to apply through the system directly. If you only want students to apply outside of Hire-A-Niner (company website, etc.), please select “No” and include application instructions in the “How to Apply” field.
- After saving your new job posting, UCC staff will review your posting within 2 business days.
- We will confirm by email once the posting has been activated or if we need additional information.

Maximum Active Posting Duration

<table>
<thead>
<tr>
<th>Position</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Full-Time Job</td>
<td>1 year</td>
</tr>
<tr>
<td>Part-Time Job</td>
<td>2 months</td>
</tr>
<tr>
<td>Internship</td>
<td>1 year</td>
</tr>
<tr>
<td>Co-op</td>
<td>1 year</td>
</tr>
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