**Employer Recruiting and Offer Policies**

**Non-Discrimination**

In line with general University of Rochester policy, the Career and Internship Center is committed to forbidding discrimination based on age, color, disability, ethnicity, marital status, military status, national origin, race, religion, sex, sexual orientation, veteran status, or any other status protected by state, federal or local law, including under (but not limited to), the Title VII of the Civil Rights Act, Title IX of the Education Amendments Act of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Rehabilitation Act, and the New York State Human Rights Laws. Any employer utilizing a “bona fide occupational qualification” must discuss this with the Career and Internship Center prior to posting their position.

**Interview Eligibility**

Only currently enrolled full- and part-time students are eligible for on-campus interviews. Employers who have posted alumni positions are welcome to reach out to such candidates, and when possible the Career and Internship Center can provide interviewing space if appropriate.

**Effective Job and Internship Posting**

In the spirit of most accurately representing your company, as well as attracting the most candidates, we encourage employers posting jobs and internships to provide the Career and Internship Center with the following: a short company description, if applicable a short department description, Job Description/Duties, Qualifications, Work Authorization requirements if applicable, Application Instructions, and Contact Information.

**Employer Contact Information**

The Career and Internship Center instructs candidates on the high value of follow-up contact with employers. We routinely release employer contact information to candidates unless otherwise explicitly instructed not to do so.

**Second Round Interviews/Company Visits**

We request that employers respect candidate's academic schedules when arranging second round interviews, company visits or “multiple candidate on-site interview days (Super Days).” Unless it is in the best interest of the candidate (such as a candidate already in the metro area for a weekend), employers are encouraged to give candidates appropriate time to schedule second round interviews, and at least a week’s time to make suitable travel arrangements if necessary.

Second round interviews will be scheduled by the employer, through directly contacting the candidate. The Career and Internship Center appreciates employers who also make us aware of second round and final round interview offers.
Third-Party Recruiters

Third-party recruiters are able to utilize certain Career and Internship Center options, in line with the following guidelines:

1. **Job Postings:** Third-Party recruiters are eligible to create online accounts through our Experience.com job posting site, CareerLink. It is HIGHLY recommended that third-party recruiters include in the posting 1) Position title, job description and employer name if appropriate for release 3) Qualifications 3) Appropriate application method via the third-party recruiter’s website or email address 4) the industry of the hiring firm and general geographic location of the firm or actual job.

2. **Connecting to a contracted company’s Experience.com account** – If a third-party recruiter is specifically contracted to handle hiring functions for a company, they may request to link to that employer's account as a posting contact. When posting under that employer’s account, the recruiter may only post positions for that specific company.

3. **Candidate Contact information:** Third-party recruiters will only release candidate contact information to the company of the specific posting that candidate applied for. Candidate information will not be released to other employers without the consent of the candidate. Resumes will not be sourced to other employers without candidate’s consent. Rather, the third-party recruiter is allowed to contact candidates regarding positions that may fit their qualifications to invite them apply, but must respect the candidate’s interest or non-interest in such positions.

4. **Career Events:** Third party recruiters are eligible to attend Career and Internship Center recruiting events if representing a hiring company, or clearly identifying they are not representing a specific firm, but explicitly revealing the nature of specific industries they regularly recruit for and functional backgrounds of candidates desired. A third-party recruiter may represent multiple employers within an event and would, ideally, share the industry of the hiring firm(s) and general geographic location(s) of the firm(s) or actual job(s).

**Offer Policy**

The University of Rochester Gwen M. Greene Career and Internship Center is dedicated to helping facilitate the offer process for both candidates and employers. In keeping with industry and NACE best practices, we ask that candidates be given a minimum of 2 weeks, but preferably 3 weeks, to make an informed decision about their offer. This will allow candidates to fully evaluate the offer, consult with professional mentors, and consider other opportunities while encouraging good faith acceptance without putting undue pressure on the candidate’s decision.
Withdrawing Offers

1. If a company must withdraw an offer prior to the deadline given to candidates, they must contact the Career and Internship Center immediately. Rescinding such offers seriously damages the reputation of a company on campus, and we hope to assist both employers and candidates should this be necessary.

2. Similarly, should a candidate officially accept a full-time position with a company in good faith, they are required to stop interviewing for other positions. If a candidate backs out on an established offer acceptance, the employer is encouraged to contact the Career and Internship Center immediately.

A. Exceptions to this policy:
   a. If a candidate accepts a less-than full-time position, candidates are encouraged to continue looking for additional employment to supplement an accepted part-time position. In this case, employers are encouraged to accommodate candidates as possible to make balancing employment up to full-time hours possible.
   b. If a candidate accepts a temporary position, they are encouraged to continue searching for employment that will commence after the end date of the temporary position. In this case, employers are encouraged to honor appropriate requests for time off to interview for permanent positions,