**Rules for Recruiting**

Employers who recruit at the University of Virginia (UVA) must adhere to the [Employers Principles for Employment Professionals (NACE)](https://www.naceweb.org) and the policies and guidelines laid forth on these pages.

- Organizations are responsible for the ethical and legal conduct of their representatives throughout the recruiting process, and must assume responsibility for all representations made by authorized representatives.
- Recruiters should be qualified interviewers and informed representatives of their respective organizations. They should respect the legal obligations of the University of Virginia Career Center and request only those services and information that can be legally provided.
- Recruiters should present all relevant information fully and accurately during the recruiting process, and should advise the University of Virginia Career Center (UVACC) of all recruiting-related activities.

**Non-Discriminatory Policy | University of Virginia Career Center | Non-discrimination Policy**

The University of Virginia Career Center makes its interviewing facilities and job-listing services available to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, disability, or any other basis prohibited by applicable law. Any employer who makes use of the University facilities or services must agree to abide by this policy and must speak in good faith with students who have signed up for an interview.

**Work Authorization Notification | Department of Justice | NACE**

In compliance with the Department of Justice the University of Virginia no longer allows screening of students requiring only U.S. work authorization. Although we ask that your Handshake job postings associated with UVA can no longer be used to screen students based on work authorization, your team may ask students directly for authorization status. Some employers do this by requiring students to complete additional application materials through their company websites. The Department of Labor has sanctioned the following acceptable questions an employer can ask a student to determine authorization to work.

1. Are you legally authorized to work in the United States for any employer?
2. Will you now or in the near future require visa sponsorship?

**High-Pressure Offer Techniques**

In recent years employers have used more competitive recruiting techniques to hire UVA students such as same-day or next-day second round interviews, abbreviated deadlines for accepting offers, and/or exploding salary bonuses and offers. These techniques create high-pressure, stressful situations for the students, occasionally leading to premature employment decisions. We realize that employers have limited flexibility in offering jobs, but we ask that you refrain from exerting undue pressure. Remember, this is the first time many undergraduate students have been offered a job. We recommend that you allow the process to evolve naturally for each student, and that you remain flexible so that students have a reasonable amount of time to make responsible and informed decisions.

**Employment Offer Guidelines**

Exploding (i.e. time-limited) offers and bonuses put enormous pressure on students to make decisions before they have had an opportunity to consider various opportunities. If a student decides to accept your employment offer for a full-time position or an internship within the specified timeframe (i.e. prior to the stated deadline), that is his/her prerogative. In the unfortunate instance when your firm has adhered to these guidelines and a student decides to renege on an offer, please notify the University of Virginia Career Center immediately.

### Full-Time Employment

- **Offers to Summer Interns Prior to their Graduation Year**
  - October 30th or 3 weeks | whichever allows more time
- **Offers to Graduating Students During Fall Recruiting**
  - October 30th or 3 weeks | whichever allows more time
- **Offers to Graduating Students During Spring Recruiting**
  - Feb. 15th or 3 weeks | whichever allows more time

### Internship Employment

- **Offers to Summer Externs Prior to Fall Recruiting**
  - November 30th or 3 weeks | whichever allows more time
- **Offers to Summer Interns During Fall Recruiting**
  - November 30th or 3 weeks | whichever allows more time
- **Offers to Summer Interns During Spring Recruiting**
  - Feb. 15th or 3 weeks | whichever allows more time
Second Round Interview Guidelines
When planning second-round interviews, we ask that you provide maximum flexibility in helping students select interview times. Please consider students' academic commitments and respect their need to honor previously scheduled interviews. Due to potential scheduling conflicts, employers should offer alternative slots in the evening to accommodate students that have class conflicts for previously scheduled interviews.

- Off-site | Employers must provide at least 5 business days between a first-round OGI interview and an off-site second round interview
- On-site | Employers must notify the Career Services team in advance of their OGI date that second round interviews will take place
  - No Thursday first-round | Friday second-round interviews will be scheduled

Alcohol Policy for Recruiting Events
Serving alcohol should not be part of the recruitment process. This includes information sessions, presentations done on or off Grounds, and all events that are company sponsored during the recruiting process.

Inclement Weather Policy
Should the University be closed for inclement weather, we will adjust schedules accordingly and communicate with you immediately. Please be sure you alert us to any changes regarding the contact information of your recruiting personnel. We appreciate your understanding and cooperation.

Resources
University of Virginia Recruiting Guidelines and Policies
Equal Employment Opportunity (EEO)
Principles for Employment Professionals
Department of Justice
NACE
University of Virginia Career Center
Non-discrimination Policy
Handshake
Frequently Asked Questions | Career Center