Policy Agreement
By default, by requesting to recruit at Caltech via Handshake the company/organization is agreeing to the Caltech and CDC policies below. We encourage all recruiters to follow the advisory guidelines of the National Association of Colleges and Employers (NACE) (Please see link below.) Please distribute this page to anyone that will be involved directly or indirectly with the selection process so that they are aware of Caltech policies and procedures and familiar with NACE guidelines.

2018-2019 Recruiting Calendar
Summer 2018: June 18 – August 31 (Graduate student recruiting only)
Fall term 2018: September 19 – December 14 (undergrad recruiting begins on October 1) - Midterm Exam Period: October 31-November 6
Winter term 2019: January 7 - March 20 – Midterm Exam Period: February 6-12
Spring term 2019: April 1 – June 14 – Midterm Exam Period: May 1-7

Summer Recruiting
Recruiting events are not encouraged during the summer because not all 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.

Introduction
All employment professionals participating in the On-Campus Recruiting Program or posting positions on Handshake are encouraged to work within a framework of professionally accepted recruiting, interviewing and selection techniques as stated in the Guidelines of the http://www.naceweb.org/career-development/organizational-structure/sample-1-recruiting-policies, as well as Caltech’s Policy on Nondiscrimination and Equal Employment Opportunity. Recruiters and their HR departments are encouraged to disclose to applicants any relevant policies that differ from the advisory NACE guidelines. Caltech reserves the right to bar recruiters who are in violation of Caltech’s policies from using CDC recruiting, career fair, or job posting resources.

CDC Policies
Below are CDC policies that all organizations that recruit at Caltech should follow. These policies are applicable to organizations who recruit Caltech students via CDC On-Campus Recruiting (OCR), the career fairs, and Handshake 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 even when not held in CDC space. 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, other social media site or referrals from students who are currently enrolled at Caltech.

**Job Postings**
All jobs must be posted on Handshake prior to being circulated to Caltech clubs and organizations. And students should be encouraged to apply through Handshake. For OCR positions, the applicants must sign-up and be screened via Handshake and names must be visible to CDC staff.

**Eligibility for Approval**
Job postings must meet the following criteria for approval:

- A salary minimum or range must be included
- Internships must be paid and full-time for the summer
- Profile completely filled out (including website) and match the information 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)
- Full-time positions must require at least a bachelor’s degree and be relevant to Caltech undergraduate or graduate degree options and in the STEM (Science, Technology, Engineering or Mathematics) fields or business fields such as finance, management consulting, or other analytical business areas.
- Summer Internships should be full-time, paid, and relevant to STEM fields or business fields as described above.

**Job or Internship Offer Decision Timeline**
Recruiters should make all effort to make the timeline for job offers or internship offers clear to applicants. When a summer internship leads to a full-time job offer, it is especially important to let the applicant know the timeline of when a full-time job offer might be made post internship and how long the company allows for consideration of such an offer.

NACE Advisory Guidelines on Job Offer Issues:
*As the job market for college graduates becomes more intense, employers and career centers alike ask questions about deadlines for job offer acceptance—particularly when deadlines come very early in the recruiting season. The timing of these offers and acceptances is a market-driven issue, with different industries experiencing varying degrees of urgency to fill positions. The role of NACE is not to enforce a specific time frame, but rather to encourage practices that are reasonable and appropriate for both employers and students, recognizing that, ultimately, the employment*
decisions are between the student and employer. Communication is key to these decisions, with regular contact between the employer and student vital from the point of offer to the start date. More advisory information is available at [http://www.naceweb.org/career-development/organizational-structure/advisory-opinion-setting-reasonable-deadlines-for-job-offers/](http://www.naceweb.org/career-development/organizational-structure/advisory-opinion-setting-reasonable-deadlines-for-job-offers/).

Note well: The Career Development Center (CDC) also does not have the role of enforcing or setting specific time periods for job offer consideration. As noted in the NACE guidelines, this is market driven and up to the recruiter. This is why it is especially important for recruiters and a human resource department to be make job offer timelines as transparent as possible to applicants for internships or full-time positions. Students should also ask about such timelines to get as much information as possible prior to accepting a full-time post degree position, and initial summer internship, or second summer internship with the same company or organization.

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. In general, the minimum acceptable timeline for an offer to be open is two weeks and the CDC encourages firms to provide more time for applicants to consider offers when possible. Students may ask for an extension to consider an offer and many firms will give a week or two of additional time. Students should not expect firms to provide an extension if that is not their policy to do so.

**Excessive Pressure**
The CDC strongly urges employers to not pressure students to accept 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 on campus to attend second-round interviews on or off campus without 3 working days’ notice via an email to career@cdc.caltech.edu to allow other students access to a first-round interview. Students who do not provide 3 working days of notice face suspension of their campus recruiting privileges.

Employers scheduling second-round interviews off campus should give a minimum of at least 3 full business days’ notice. This allows students adequate time to rearrange academic, activity, or personal commitments.

In all cases, employers should 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, class, lab, or other valid appointment or obligation.
Start dates
All offer letters or emails should include a start date and salary. Candidates who interview with employers on campus expect to start work after finals for internships and after graduation for full-time job offers. Employers are encouraged to list start dates in Handshake whenever possible. Employers who anticipate start dates later than October 1 for full time positions, should disclose this to the CDC when scheduling campus interview dates and to students through the posted job description in Handshake.

As noted above, Internships may not commence prior to the last day of finals and should conclude at least two days prior to the first day of instruction for Caltech’s fall term to allow travel time to Caltech. Offer letters must have a start date no sooner than one day after the last day of final examinations. For an exact date, please refer to Caltech’s academic calendar.

Internship Start dates and Study Abroad
Students participating in study abroad can have academic term start dates that are earlier than Caltech’s. The CDC encourages firms to work with students so that an internship does not interfere with a student’s ability to participate in study abroad.

Basis of compensation
For employers to participate in OCR or to post jobs or internships, the employers 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 commission are ineligible to participate in on-campus interviews. As noted a salary minimum or range should be included in the job posting on Handshake.

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 or Deferring Employment
Employers who cannot avoid rescinding or deferring employment offers should carefully review the NACE Advisory guidelines: http://www.naceweb.org/career-development/organizational-structure/advisory-opinion-rescinded-and-deferred-employment-offers/.

The CDC encourages employers to consider every alternative before revoking an offer of employment. 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.

On-Campus Events and Student Access
All events on campus must be open to all Caltech students, regardless of academic level, subject, etc. Recruiters may target specific degree levels or options, or interest groups, but all students must be allowed to attend an event provided they properly register for that event.

Contacting Faculty, Caltech Association, and Non-CDC Caltech Staff
Recruiters or other employees of your company (including Caltech alums) may not contact faculty, student clubs, associations or non-CDC Caltech 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 or Pre-Recruiting Dinner 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 may not be approved by the CDC. Firms should not hold dinner event off campus.

“Club” /Social Events and Recruiting/Information Sessions
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
Recruiters may provide refreshments at their own expense. While refreshments are not required, a list of local vendors 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 your organization will be interviewing a student who has not submitted a resume via Handshake, please ask the student to do so prior to the interview appointment. Recruiters 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 pm - 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.

Candidate Selection
Use of Social Networking Sites in Selection of Candidates
If a firm or organization uses social networking sites such as Facebook and Instagram to screen potential candidates, employers provide a clear explanation of their selection process to potential candidates. If social media content is considered in evaluating a potential employee, we request that recruiters state this in the firm or organization’s 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 stating that the third-party recruiter has officially 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 CDC policy may 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 CDC 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.