

Employer Recruitment Policies
for Organizations Recruiting Students from the UCI Paul Merage School of Business
Presented by The Merage School Career Center

The Merage School Career Center (MSCC) appreciates the time and effort employers invest in recruiting Merage School talent. The Policies below were established to maintain a fair and equitable recruiting environment for all undergraduate and graduate-level students.

Posting an opportunity through [The Bridge](#), extending an internship or job offer to a Merage School student, or engaging in recruiting services through the MSCC, constitutes your agreement to adhere to the Policies below. We rely on employers and students to actively communicate with the MSCC any potential concerns, conflicts, and/or difficulties.

In addition, the MSCC requires that any recruiting organization or individual utilizing services to abide by all applicable federal, state, and local employment laws, including Equal Employment Opportunity laws, University of California rules and regulations, and the National Association of Colleges and Employers (NACE) [Principles for Ethical Professional Practice](#).

Diversity, Equity, Inclusion and Inclusive Excellence

The MSCC believes firmly in diversity, equity, and inclusion and promotes the Merage School's culture of inclusive excellence. We are in alignment with the Merage School in its [commitment](#) to dismantling systemic racism and promoting diversity in the business world. As such, the MSCC prohibits discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status in the uniformed services. The University also prohibits sexual harassment. Employers must comply with the Americans with Disabilities Act.

Scheduling Interviews

Employers are strongly encouraged to give a minimum of three (3) full business days' notice of an interview. Due to the exceptionally busy schedules of our students, we ask that alternate dates be offered. Next-day interview requests are not permitted unless alternate dates are also included in the initial request. Next-day interview requests can often cause significant stress for students, who appreciate the opportunity to be fully prepared for their interviews.

We also strongly encourage employers to communicate with students after each stage of the interview process, whether they are moving forward or not. Providing feedback to students is always encouraged and appreciated.

Internship/Job Offers

We request employers provide students a minimum of two weeks to make a decision for any internship or full-time offer. However, during the heavy Fall recruiting season, we strongly encourage employers to give students with internship conversion offers until November 1 to decide. Students appreciate the opportunity to take full advantage of the Fall recruiting process and ultimately understand all of their employment options and make an informed decision.

Exploding Offers/Excessive Pressure

The MSCC does not support rushed offers and excessive recruiting pressure. The MSCC defines an exploding offer as an offer that expires in less than two weeks, or it will be rescinded. We ask that employers not expect students to accept offers on the spot, but rather give them time to make an informed decision. Employers should refrain from any practice

that improperly influences and affects acceptances, including undue time pressure for acceptance of offers and encouragement to decline offers from other employers.

We encourage employers to follow a structured and timely interview process whenever possible, which allows the employer and the student to make the best and most informed decision. Employers who present tight deadlines due to less structured recruiting practices pressure students to contact other employers they are in communication with to arrange earlier interviews or expedite the decision process.

Start Dates

The [UCI academic calendar](#) operates on a quarter-based system. The Spring Quarter ends in mid-June, and we ask that employers keep students' academic commitment(s) in mind and work with students on an individual basis to ensure the most appropriate start date.

Student Investment

We highly encourage Merage School employers to be transparent about any costs students would incur for travel expenses during the interview process (including parking, lodging and meals if needed due to distance, airfare and/or car rental), training, licenses, etc.

Unpaid Internships

In accordance with [NACE Guidelines on unpaid internships](#), the MSCC reserves the right to reject unpaid internships. Unpaid experiential opportunities are only available through university supported unit-bearing coursework or short-term volunteer activities. In the case of unit-bearing coursework, we strongly suggest a stipend to cover the cost of tuition for our students as class enrollment is required. Unpaid internships will be rejected with limited exceptions, as we fervently believe all internships should be paid to provide participating students with equitable access to enriching opportunities and career success.

100% Commission-based Positions

The MSCC reserves the right to reject roles that are 100% commission-based. Such roles are not eligible for on-campus interviews. If a 100% Commission-based position is posted on The Bridge, full disclosure about the nature of the compensation must be provided in writing, including risks associated with accepting a 100% Commission-based role.

Student Safety & Wellbeing

The MSCC reserves the right to refuse service/reject engagement with organizations that compromise the safety and well-being of students/alumni, and/or engage in unfair recruiting practices. To maintain the accuracy and relevance of our database, we reserve the right to reject and screen roles that are not applicable to the MSCC student population.

By acting in accordance with these policies, individuals and organizations can help the MSCC maintain a professional, fair, and successful recruiting environment for all parties concerned. Your use of both our services and The Bridge platform constitutes your agreement to adhere to the policies above. Failure to do so can result in a review of an organization's recruiting practices and can lead to an organization's suspension from participating in recruiting activities through the MSCC and/or having recruiting privileges revoked from the MSCC.