ON-CAMPUS INTERVIEW (OCI) PROGRAM POLICIES

All employers who participate in the On-Campus Interviewing (OCI) program at the University of Maryland will be expected to adhere to the outlined policies:

**Eligible Students**

All currently enrolled University of Maryland students and recent graduates up to three years out are eligible to participate in the On-Campus Interviewing program. Contact the On-Campus Recruiting Coordinator at ucc-recruiting@umd.edu if questions arise regarding student participation.

**Use of Interview Space**

The University Career Center & The President’s Promise will arrange interviews in our 17-room interview suite for employers between the hours of 9:00 a.m. and 5:00 p.m. during the recruiting period. If additional time is needed for deliberation or additional interviews, the request must be made prior to date of arrival. Interviewing outside of our regular recruitment period, such as during the summer session or winter session will be considered by request only.

Interview space will be provided free of charge to employers who facilitate their interview process for University of Maryland students via our Careers4Terps system. Room fees may apply for employers who request use of space for events that include non-UMD students.

Specific room reservations will not be made for greeters or interview coordinators on the day of the interviews. Employers seeking additional space may request such in advance and rooms will be provided as available.

**Interview Cancellation**

Employers are asked to cancel their scheduled interviews prior to the start of students signing up for interview time-slots. If an employer cancels after students have begun to sign up for interview time slots, it will be the responsibility of the employer to provide explanation to students regarding the change.

**Interview Schedule Deadlines**

The University Career Center will make every effort to contact and remind employers of the OCI timeline and associated deadline dates (attaching position descriptions, inputting candidate selections, etc.). However, if the schedule timeline is not kept and associated deadline dates are consistently missed, or no contact can be made, the University Career Center reserves the right to remove the OCI reservation from the Careers4Terps system.

**Offer Deadlines**

Recruiters are asked to provide students with a reasonable amount of time to make employment-related decisions—generally equating to at least three weeks. Employers are reminded that campus recruiting is as much about building a trusted brand identity as it is about recruiting new talent.

Placing undue pressure on students to make decisions or engaging in questionable recruiting practices not only jeopardizes an employer’s ability to recruit our students, but may adversely affect an organization's corporate image for an extended period of time.
Rescinding Offers

If an employer must rescind an offer from a student, the employer will notify the University Career Center prior to notifying the student.

Employers needing to rescind or defer employment should carefully review the guidelines and follow the NACE recommendations found in the Position Statement on Rescinded and Deferred Employment Offers. The NACE guidelines urge employers to adopt a two-part approach to employment offers under consideration for revocation. The first emphasizes the need for a commitment to high standards in recruiting. The second offers a reasoned approach to dealing with rescinded and deferred offers.

NACE recommends that employers who must revoke a commitment consider alternatives that do not require rescinding employment offers. These may include changes in job responsibilities, salary reduction or reduced workweeks, changes in job locale, delayed starting dates, and other reasonable options.

For candidates whose start dates are deferred:
- Provide services to aid the candidates in securing other employment
- Provide financial assistance if the deferral will be longer than three months
- Communicate to candidates as soon as possible
- Remain in communication with candidates and the University Career Center regarding start dates

Inclement Weather Policy

The University Career Center & The President’s Promise abides by all University of Maryland, College Park openings and closings. Weather alerts and weather-related schedule updates will be announced on the University of Maryland homepage and the "snow phone line" (301.405.SNOW), and reported to local radio and television stations. Interviews and events can be held virtually or rescheduled for a different date.

The University Career Center & The President’s Promise expects all employers to treat candidates in an ethical manner. We reserve the right to deny access to on-campus interviewing to any employers who we determine has not conducted their recruiting efforts ethically.