

## **Recruiting Resources and Guidelines**

The policies below have been developed to provide a fair recruiting process for all students, employers, and University of South Carolina (UofSC) personnel. See exceptions for international recruiters and students abroad.

### **Invitations to Interview**

Employers may extend invitations to interview Darla Moore School of Business students who have applied for job opportunities on their own websites or posted in [HandShake](#) or who have completed an internship within the employer's organization. Employers will follow on-campus interview procedures as outlined in [HandShake](#), and are requested to provide at least 48 hours advance notice to students and our office prior to remote interviews via telephone, Skype, online video or otherwise.

### **Interview Eligibility and Location**

Only current DMSB students who are eligible to use the [HandShake](#) job posting system may be interviewed in our facility. Undergraduate and graduate students attending DMSB may not be interviewed outside of a UofSC facility unless the interview is an official, employment-specific additional round interview conducted on-site at an employer's facility or at a pre-arranged location with prior notification to, and agreement with, DMSB's Office of Career Management. Most interviews will be at DMSB itself, but due to space constraints on certain days, interviews may also be held at the UofSC Career Center in the Thomas Cooper Library or at other locations to be communicated in advance. Interviews associated with any Business EXPO event will be hosted at the event venue for a nominal fee.

### **Alternates**

We recommend that you select several alternate invitations for each interview schedule. If your preselected candidates do not accept your invitation to interview or if they drop out due to conflicts, their slots can be filled by the alternates you have selected.

### **Canceling an Interview Schedule**

Your interview schedule will be available after the final day that students are allowed to select an interview slot in [HandShake](#). Since schedules are subject to last-minute changes, interviewers should refer to the final schedule in [Handshake](#) and bring a copy for their use while on campus. If you must cancel an interview schedule after students have accepted your invitation to interview, please notify your contact within the UofSC's Main Career Center (803-777-7280) and contact the students on your schedule directly by email and/or telephone.

### **Second-Round Interviews**

On a space-available basis, we may be able to accommodate your second-round interviews on campus. Contact the UofSC Career Center to schedule the date and number of rooms needed. It is the employer's



*This policy was updated and approved August 15, 2019 for the Academic Year 2019-2020*

responsibility to invite students and manage the schedule for second or final-round interviews conducted off-campus. To avoid potential time conflicts, please provide information regarding your second-round process so students can plan accordingly.

If you are hosting second or third-round interviews at another location, please inform the students of the dates and the locations as soon as that information is confirmed. We strongly recommend that you provide at least one alternate date for students.

## **Class Attendance**

It is highly recommended that students not miss class or other academic commitments due to interviews, recruiting events or travel related to those events. Employers cannot require a student to interview at a time that conflicts with his or her individual academic schedule as a condition of his or her employment candidacy.

The DMSB Office of Career Management highly recommends that employers schedule interviews, recruiting events or travel related to those events outside of mid-term and final exam periods. Click [here](#) to access the [2019-20 Academic Calendar](#).

## **Reimbursement**

Typically, employers will reimburse students for travel-related expenses for second and final-round interviews. Students will be advised to discuss interview travel reimbursement with each individual employer.

## **Work Authorization**

When companies recruit on-site or create a job posting in [HandShake](#), postings will allow any student currently enrolled on the UofSC Columbia campus to apply. The posting should include information in the position description regarding all applicable qualifications including work authorization requirements to ensure that students understand any constraints that may be placed on positions. The DMSB has a significant number of international students and if work authorization requirements are not specified, interview schedules will be available to both domestic and international students.

## **Inclement Weather Policy**

If the University of South Carolina activates the inclement weather policy, classes may be delayed or canceled, which will impact the day's interview schedules. If UofSC closes, there will be no on-campus interviews or other recruiting events due to safety reasons. If UofSC closes, we will assist in making alternate arrangements such as rescheduling interviews or setting up phone or virtual interviews at the same scheduled time and date.

If a student is unable to travel to the interview site due to weather conditions, we ask that companies be willing to make alternate arrangements for that student such as an alternate time or virtual interview by phone or Skype.



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If your recruiters are traveling and find that they are unable to get to campus, please call DMSB (803-777-0149) and the UofSC's Main Career Center (803-777-7280) as soon as possible. We will help you reschedule your interviews and communicate changes to the students on the interview schedule.

## **Offers**

Making an offer to a student represents a significant commitment by the employer and the student. To balance the needs of students and recruiters, the following guidelines are in place for offers to all students.

### **Offer Consideration Time**

So that students may make a fully informed and comprehensive decision, employers are encouraged to give students a reasonable period of time to consider both full-time and internship offers. That generally means until October 31, or four weeks from the offer, whichever is later, unless an alternative time frame is agreed upon by both parties. The beginning of the offer period coincides with the date of the written offer. Suggested timelines do not preclude longer periods for considering an offer. It is important that both the employer and student keep an open line of communication throughout the interview and job offer process. We request that companies inform students of their status within two weeks following interviews, when possible, even if no final decisions has been made regarding the position. We also ask that you provide an update to your primary contact at DMSB regarding all extended offer information.

### **Exploding Offers**

An "exploding offer" is defined as giving a candidate an unreasonably short time to accept an offer before the offer is revoked. Issuing an exploding offer is prohibited. (See previous paragraph for the DMSB policy on offer timing.) If an employer believes a student is taking an unreasonably long time to respond to an offer, please contact DMSB's Office of Career Management (803-777-0149) so the issue may be addressed with the student.

### **Withdrawing an Offer**

If an employer must withdraw an offer, the employer should immediately contact DMSB's director of the Office of Career Management, Georgia Holmes Doran, at [georgia.doran@moore.sc.edu](mailto:georgia.doran@moore.sc.edu). This is a serious matter that can significantly harm an employer's reputation and its subsequent ability to recruit students.

Similarly, if a student reneges after accepting a written offer of employment, the employer should notify the OCM director, who will thoroughly review the situation and take appropriate action within UofSC and DMSB guidelines. The DMSB considers renegeing on an accepted offer to be unethical behavior. To contact DMSB's OCM, on such a matter, please telephone during normal business hours at 803-777-0149.



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## **Exceptions to Recruiting Guidelines for International Recruiters**

Due to constraints of travel, budget, time zones and other factors, companies based outside the United States may interview and make offers to students outside of our regular recruiting calendar and locations provided that the “spirit” of these recruiting policies is respected.

## **Failing to Follow DMSB’s Recruiting Guidelines**

In an effort to balance the needs of students and recruiters, DMSB has established a full disclosure policy with respect to adverse actions taken by employers, for example, withdrawing an accepted offer or extending an exploding offer. Our objective is to provide information that may be relevant to students when they are planning their search activities and making employment decisions.

This is consistent with DMSB efforts to support our students in the job search process. When students are informed that a firm did not honor DMSB recruiting guidelines, students can take that information and incorporate it into their decision-making process.

When informed about adverse recruiting actions, DMSB will communicate with the employer about a student’s report of adverse actions, assess facts from both perspectives and attempt to resolve open issues when possible. When adverse actions are reported by students, DMSB tries to work with employers and students to reach a mutually satisfactory solution. We ask that companies who plan to take an adverse action first inform DMSB in order to minimize consequences for our students. Having an open conversation about such actions has served to maintain goodwill among all parties. Furthermore, we request that employers notify DMSB if they learn that a student may have accepted more than one job offer or is continuing to search for a position after accepting a written offer. Such student behavior is unethical and violates the UofSC’s [Carolinian Creed](#).

## **Grade Disclosure**

If you require student transcripts, please notify the student in advance, so he or she can authorize a release by the university registrar of an official transcript or provide you with an unofficial transcript. The University of South Carolina cannot disclose grades or other student information in consideration of the [Family Educational Rights and Privacy Act \(FERPA\)](#).

## **Nondiscrimination**

The University of South Carolina makes its facilities and services available only to employers who do not discriminate in educational or employment opportunities on the basis of race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, veteran status, pregnancy, childbirth or related medical conditions. Any employer who makes use of University facilities to interview students agrees to meet in good faith with any student who has been scheduled for an interview and who meets the employer’s legitimate employment qualifications for the posted position.



# Darla Moore School of Business

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## **Policy on Unlawful Discrimination and Harassment**

The University of South Carolina is committed to providing a working and learning environment free from unlawful discrimination and harassment. Consistent with this commitment and with applicable federal, state and local laws, it is the policy of UofSC, as both an educational institution and an employer, to prohibit unlawful discrimination and harassment and to provide students, faculty and staff who believe that they may be the victims of either with mechanisms for seeking redress. We recommend that all students, alumni, vendors and employers who are engaged in activities with DMSB, review all UofSC official policies.