

General Recruiting Policies for Students

Employers expect to conduct interviews with candidates that are punctual and dressed professionally when they come to the University of Florida. To ensure that all employers On-Campus Interviewing expectations are fully met, the Career Connections Center has established policies and procedures regarding submission of your resume, cancellation of interviews and being present at scheduled interviews.

MISREPRESENTATION

Candidates are required to represent themselves truthfully and ethically to all employers while participating in all Career Connections Center recruiting activities. All information concerning majors/minors, participation in honors programs, affiliation with student organizations, and work status must all be represented accurately and truthfully. Candidates that falsify accomplishments or misrepresent information will be prohibited in further participation in on-campus interviewing. All instances of falsification or misrepresentation will be referred to the Dean of Students Office for violation of the Student Conduct Code.

RESUME SUBMISSION POLICY

Submitting your resume to an employer is viewed as an expressed commitment on the candidate's part to interview with that employer. Candidates should be intentional and selective when submitting a resume to employers. Candidates should not participate in 'mass resume submission' practices.

NO-SHOW POLICY/MISSED INTERVIEW POLICY:

Interviews that candidates do not attend, and fail to notify either the employer or the Career Connections Center about their absence, are recorded as a missed interview.

FIRST MISSED INTERVIEW

The candidate's Gator CareerLink account will be blocked and all on campus recruiting privileges will be banned. The candidate must submit a letter of apology to the employer with whom they missed the interview. Additionally, the candidate must schedule an advising appointment with an appropriate Career Connections Center staff member. After the advising appointment and the letter of apology have been written, the student's Gator CareerLink account will be reactivated.

SECOND MISSED INTERVIEW

The candidate's Gator CareerLink account will be blocked and all on campus recruiting privileges (i.e. resume submission, interviews, and Information Sessions) will be banned until the end of that semester.

THIRD MISSED INTERVIEW

The candidates Gator CareerLink account will be blocked and all On-Campus Interviewing privileges (i.e. resume submission, interviews, and Information Sessions) will be banned for the remainder of the academic year.

INTERVIEW CANCELLATION POLICY

To cancel an interview, candidates must contact the Career Connections Center or the interviewing employer least 2 business days (48 hours) before the scheduled interview. Failure to do so can result in the candidate being marked as a 'No-Show' and their Gator CareerLink account being temporarily blocked.

Alternative Interviewing - Virtual & Phones Interviews

The Career Connections Center provides alternative means for employers and students to engage during recruiting seasons. Students who are unable to physically be present during a scheduled on campus interview must contact the C3 as soon as possible so that a request can be submitted to the employers for alternate interviewing arrangements. The C3 requires at least 5 business days for students to submit their written request for alternative on campus interviewing arrangements to be confirmed.

Students must submit their written alternative interview requests to CCCHireGators@ufsa.ufl.edu including the details of their interview and recommended alternative method to conduct their interview (i.e. phone, Skype, etc). The C3 will contact the student within 2-3 business days of the submitted request to relay the employer's decision to use an alternative interviewing method. In all cases, the C3 is unable to guarantee that a student will be able to exchange an onsite interview for an alternative interviewing method. It is solely up to the employer whether alternate interviewing arrangements are permitted.

JOB OFFER POLICY

Accepting a job or internship offer is a professional commitment on behalf of both the employer and the candidate. When a job offer has been accepted, candidates must stop interviewing, and contact the Career Connections Center to inform them of the accepted offer. Candidates must also notify all other employers which with they have interviewed to inform them that they are no longer available for consideration.

Employers are asked to provide all candidates with at least three weeks from the date of the offer to allow you time to either accept or decline the offer.

The Career Connections Center offers candidates the following guidelines for successfully handling the offer phase of the On-Campus Interview Process:

- Make sure that you understand the terms and conditions of your employment offer, which should be clearly defined in writing (job duties, salary, bonuses and other benefits, starting date, work locations and schedule, etc.). If a formal offer letter does not follow a verbal offer or if you need further clarification about the written terms, please follow up with the employer immediately.
- Do not hoard offers. If you are not interested in a particular offer, please let that employer know immediately.
- Understand the implications of "exploding offers", which force a short decision time period.
- Recognize that not all offers are negotiable, even in a competitive market. Be realistic about your expectations and conduct appropriate research before approaching an employer.
- Notify organizations of your decision regarding their offers in the timeframe agreed upon. If you need more time, you may contact the organization for a possible extension. However, it will be the employer's decision whether to grant that request for more time.
- Accept an offer in writing only after careful consideration.
- After accepting an offer, you are expected to withdraw from the interviewing process. If you are holding other pending offers, you are also expected to immediately notify those organizations of your final decision.
- Do not renege after accepting an offer, except in cases of extreme personal emergency.

RENEGE POLICY

The acceptance of a job is a major commitment to your new employer; you should only make this type of commitment if you intend to honor it. Reneging on a job offer acceptances can severely damage your reputation as a viable candidate, for not only the short-term, but for potentially the duration of your career. Reneging also has negative consequences for the Career Connections Center and the University of Florida relationship with that employer affecting future opportunities for other UF students. To avoid a reneging situation, we advise all candidates to carefully plan and manage your entire job search process.

Candidates that renege on job offers will have their Gator CareerLink account blocked for a full academic year. If a candidate has reneged on an offer for a second time, their account will be blocked for two academic years.

EXPLODING OFFERS POLICY

The Career Connections Center does not endorse the practice of “Exploding Offers”. The two most common types of exploding offers occur:

- When employers require candidates to accept an offer within a very short time frame.
- When employers extend more offers than openings available and tell all students that offers will be accepted on a first-come, first-serve basis.

The Career Connections Center asks that organizations do not put undue pressure on candidates to make quick decisions about their offers. Therefore, the Career Connections Center recommends that employers give candidates adequate response time from the date of the offer to make informed decisions. The response time needed to evaluate the offer will vary depending upon the point in the recruiting cycle that the employer extends the offer, the graduation date of the candidate, their planned target date for a final decision, and other potential student needs.

ROOM RESERVATION POLICY

The Career Connections Center will allow the use of Interview rooms to students that require a place to conduct their phone or virtual interview. Reservations will only be approved when a space is available for the date requested. The student can reserve an available room and use their own laptop. The Career Connections Center does have a few rooms equipped with computers for use for a student interview, however, equipped rooms are limited and are available on a first come first serve basis.

All reservations must be submitted in writing one week before the schedule phone or virtual interview to the Admin Support Assistant at PPena@ufsa.ufl.edu.

RELEASE AUTHORIZATION POLICY

By completing the Gator CareerLink registration from and submitting an online resume, candidates are providing the Career Connections Center authorization to release employment material to prospective employers. Candidates are expected to accurately represent their qualifications and interest in all information to the office for this purpose.

COMPLAINT PROCEDURES POLICY

Candidates who believe an employer has misrepresented him/herself or his/her company or has not conformed to Career Connections Center’s policies are encouraged to contact Career Connections Center immediately.

***If you have any questions about the Career Connections Center Recruiting Policies please contact our Associate Director for Industry Relations at 352-273-2303.*