



GUIDELINES AND EXPECTATIONS FOR EMPLOYERS RECRUITING FROM UNIVERSITY OF CHICAGO - COLLEGE

UChicago Career Advancement appreciates the effort organizations invest into recruiting at UChicago and has developed the guidelines below to communicate expectations of organizations that engage in on- and off-campus undergraduate recruiting. UChicago is committed to supporting a professional environment for students and employers and as such requires that organizations recruiting at UChicago follow federal, state, and local employment laws.

Equal Opportunity and Nondiscrimination

In keeping with its long-standing traditions and policies, the University of Chicago, in admissions, employment, and access to programs, considers students and employees on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to study or work at the university. The University of Chicago prohibits sexual harassment. The University cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without particular regard to his or her sex or any other factor that is irrelevant to participate in the life of the university. Please also note that the University of Chicago considers for admission all students who apply, regardless of citizenship and including undocumented students. As such, students who work with our office may be U.S. citizens, permanent residents, international students, students with DACA, or students who are undocumented.

Ethical Principles from the National Association of Colleges and Employers (NACE)

The University of Chicago follows [NACE Principles for Professional Practice](#). These principles for ethical practice were developed by a task force of recruiting and career service professionals and endorsed by the NACE Board of Directors.

Employment Professionals and Employer Representatives will:

- Work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- Refrain from any practice that improperly influences and affects job acceptances.
- Maintain equal employment opportunity ([EEO](#)) compliance and follow affirmative action principles in recruiting.
- Supply accurate information on their organization and employment opportunities.
- Strive to communicate decisions to candidates within the agreed-upon time frame.
- Maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases.

Employers must advise the career services office of any test conducted on campus and eliminate such a test if it violates campus policies. Employment professionals must advise students in a timely fashion of the type and purpose of any test used in part of the recruitment process and to whom the test results will be disclosed.

Interview Scheduling & Summer Internship Start Dates

Employers are encouraged to make accommodations for class conflicts. Due to extremely busy student schedules, employers must offer flexibility in scheduling interviews by providing alternative interview dates. Interviews during reading and final exam periods are discouraged - please refer to our [recruiting calendar](#). Students must obtain permission from professors for any interviews and/or job start dates that interfere with the academic and final exam schedules.

The University of Chicago is on the quarter system. Our 2026-27 academic year begins on September 28, 2026 and ends on June 6, 2027. Students' final exams will primarily take place between May 25-28, 2027. Therefore, the earliest that summer 2027 internships should commence is Monday, May 31, 2027. Summer quarter begins Monday, June 7, 2027. We are aware of potential timing conflicts with internship programs but ask that you work with students on an individual basis to create appropriate accommodations and honor their academic commitments.

Important Considerations before Posting Unpaid Internships

We understand that many organizations rely on the support of unpaid interns. Before posting an unpaid internship, we can that you consider guidelines from the [U.S. Department of Labor](#). Employers posting internships in UChicago Handshake should review the U.S. Department of Labor Wage and Hour Division guidelines on compensation. This [DOL Fact Sheet](#) provides information on whether workers are considered unpaid interns or paid employees under the Fair Labor Standards Act (FLSA). It is expected that employers who post internships are in compliance with these criteria.

Financial Investment

UChicago Career Advancement does not approve or promote opportunities that require students to pay a fee to apply, interview, or participate in an internship, job, or training program. This includes:

- Application or placement fees
- Upfront training or certification costs with no guaranteed employment
- Opportunities that require students to pay for access to work-based experiences

As part of our experiential education model, we support students through a suite of pre-professional programs and partner with employers to provide skill-building and professional opportunities.

Student Job Offers & Deadlines

Career Advancement encourages all employers to provide a reasonable time frame for students to consider all opportunities.

- Employers should give students a minimum of one (1) week to evaluate an offer.
- If you make return offers to students interning with you this summer, we encourage you to give them at a minimum three (3) weeks from the time you extend the offer.

Although offers may be presented over the phone, please follow up with a written detailed offer via email before asking the student to respond. To support transparency and informed decision-making, offers must include the following in writing:

- Anticipated start date
- Location and work structure
- Compensation package
- Expected duration.

Providing complete and timely information allows students to evaluate opportunities responsibly and make professional commitments with confidence. We ask that you do not place undue pressure on students to make offer decisions. Exploding offers are not tolerated. Exploding offers require a student to accept a job offer within a very short period of time. We expect employers to honor all offers made to students and that no conditions will be placed on the offer such as diminishing bonuses or base salaries. Incentives may not be offered to induce students to accept offers early because this places undue pressure on a student, and therefore, is viewed as inappropriate conduct.