

USC Viterbi School of Engineering Recruitment Guidelines

The following guidelines are supported by both the USC Career Center and Viterbi Student Engagement & Career Connections (SECC) in our commitment to working in the best interest of USC Viterbi students. The established employer guidelines help to facilitate a professional, fair and ethical experience in the recruiting of USC Viterbi students. We encourage organizations and their recruiters to help us maintain an equitable and successful recruiting process by acting in agreement with the [Equal Employment Opportunity \(EEO\)](#) guidelines, the National Association of Colleges and Employers (NACE) [Principles for Employment Professionals](#), and the guidelines laid out by the Viterbi Student Engagement & Career Connections office listed on this page.

SECC reserves the right to decline any employer or job posting at our sole discretion with or without explanation. Organizations that do not follow the guidelines below may forfeit eligibility to recruit through SECC and the USC Career Center. If you have any questions or concerns regarding these guidelines, please contact us at vcareers@usc.edu.

Anti-Discrimination

In accordance with University of Southern California policy, SECC does not discriminate against any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, marital status, veteran status, or handicap, in admission to, access to, treatment in, or employment in its programs or activities. Therefore, SECC will make its facilities available only to recruiting organizations whose practices are consistent with this policy.

Job Posting on Viterbi Career Gateway

Postings requiring donations, application fees, or investments or offering items or services for sale cannot be advertised on Gateway.

We reserve the right to refuse service to organizations or individuals due to any of the following:

- requiring personal information at the time of application, such as bank and social security numbers;
- misrepresentation, whether defined by dishonest information or absence of information;
- fraud;
- harassment of Viterbi students, alumni, or staff;
- breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA);
- failure to adhere to SECC employer guidelines;
- any violation of University of Southern California rules and regulations;
- any violation of local, state, or federal laws.

Career Fair and On-Campus Recruiting

Attendees must be actively recruiting for full-time salaried or paid, structured internship opportunities. Without exception, we expect all organizations to adhere to the U.S. Department of Labor Fair Labor Standards Act when it comes to wages and compensation. Organizations not adhering to these guidelines will not be able to participate in on-campus recruiting events or post opportunities in Viterbi Career Gateway.



- On-Campus interviews are only available to currently enrolled Viterbi students. USC students outside of Viterbi and Viterbi alumni are not eligible. **PLEASE ONLY OFFER/SCHEDULE ON-CAMPUS INTERVIEWS WITH CURRENTLY ENROLLED VITERBI STUDENTS.**
- **Cancellations:** Employers that cancel interview schedules once the student sign-up window has opened are responsible for directly contacting and informing students regarding the cancellation.
- **Space available:** During peak periods, SECC may limit the number of interview rooms available for a given employer. Employers with a history of reserving more schedules than they can fill, or those who regularly cancel schedules, may be limited the following semester(s).
- **Extra space/“room only”:** If you need additional space for administrative purposes, please submit a “room only” request when you reserve interview space, as same-day requests cannot be accommodated. Additionally, we will make every effort to honor reservations however, SECC reserves the right to cancel any previously reserved administrative space during peak periods.
- **Schedule timing:** Please note that all interviews, tests, and debriefs should be planned during regular business hours, 8:30 AM – 5:00 PM Monday through Friday.
- Let SECC know which Viterbi student has accepted a position with your organization and we will turn off OCI access for a period of up to 6 months.

No-Greeter Policy

Employers who bring greeters to meet and pre-interview students in the SECC waiting area will be asked to wait in the area outside the SECC office. Therefore, for your planning convenience, we highly suggest that you only bring one recruiter per interview schedule.

Job and Internship Offer Policy

Organizations are responsible for all representations and offers made to students by their recruiters. To avoid any misunderstandings when making an employment offer, students should be notified in writing of the major components of the job offer, including salary, location, benefits and starting date. Students should be given sufficient time to make an informed decision regarding offers they receive. Listed below are the timeframes we suggest employers give students to accept an offer:

- **Fall** – A minimum of 2 weeks from the receipt of the written offer.
- **Spring** – A minimum of 2 weeks from the receipt of the written offer.
- **Summer** – When extending a full-time offer at the end of a student’s summer internship or an offer to continue the internship the following summer, we recommend that employers give the student until November 1 to accept an offer.

We advise that recruiters neither pressure students to accept offers in less time than indicated above, nor attach bonuses that “explode” if the offer is not immediately accepted. These suggestions benefit both our employers and students. **A lack of undue pressure helps ensure students make the best choice and employers attain candidates with greater commitment and fit.**

We discourage recruiters from pursuing students who have already accepted job offers from another organization. We also recommend employers respect the commitment students have for their academics as well as any previously scheduled interviews with other organizations. Employers who place unnecessary pressure on students to miss class or reschedule existing appointments run the risk of damaging their relationships with students, other recruiters and SECC.



Deferred, Rescinded or Withdrawn Offers

Withdrawing job offers, whether verbal or written, violates professional standards and may put students in a difficult professional and financial position. If your organization is considering retracting an offer for any reason, please call our office immediately to discuss the situation.

Compensation

All companies participating in on-campus recruiting events must be offering paid positions within their organization. Positions that are solely based on commission with no base pay will not be included in on-campus recruiting events.

Alcohol & Marijuana Policy

The use of alcohol or marijuana at any point during on- or off-campus recruiting — including tailgating at sports events — is prohibited. Any organization violating this policy will no longer be eligible to participate in career events or programs.

Marijuana Industry Recruiting Policy

Despite the changes in state law, USC will be following federal law regarding marijuana. All marijuana industry-related employers are not permitted to post jobs in Viterbi Career Gateway, through any other USC platform, or otherwise recruit on campus.

Third Party Recruiters

The On-Campus Interview program and Career Fairs are for direct employers of a recruiting organization. Third-party recruiters hired to staff one or more organizations will not be permitted at on-campus recruiting events without express permission of SECC staff.

Multi-Level Organizations

Multi-Level Organizations (“Pyramid” organizations) are never allowed to participate in any on-campus recruiting events or post opportunities in Viterbi Career Gateway.

Employer Brochures and Recruiting Materials

The SECC office is limited in space and requests that employers do not send brochures and materials to display. We encourage everyone to link their web sites through their Viterbi Career Gateway listings.

