

EMPLOYER TOOLKIT

*Nuts & bolts for recruiting at the
University of California, Davis*



UC DAVIS
INTERNSHIP AND
CAREER CENTER

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Why Hire UC Davis Students?

With over 30,000 undergraduate students, more than 4,000 graduate and professional students, over 100 undergraduate majors, and a diverse student body reflective of California's changing demographics, the University of California, Davis has your dream candidate. UC Davis is known for sustainability, friendliness and global focus, along with:

- Student Involvement: Our campus includes over [700 student clubs](#).
- Practical Experience: UC Davis places a high emphasis on research, internships, and creative project experience, with a majority of students participating in these practical experiences.

UC Davis Rankings



UC Davis is a tier one research and land-grant university that is consistently ranked among the [top public universities in the nation](#). Known for the [diversity of our student body](#) including our status as an emerging [Hispanic Serving Institution \(HSI\)](#), numerous UC Davis academic programs are ranked among the [best in the country](#).

Find the most recent ranking information [on our website](#).



Internship and Career Center (ICC) Services

- Over 19,000 students and alumni are active in Handshake
- Over 14,000 applications per month are submitted to Handshake by students and alumni
- Over 1,500 student attendees, on average, participate in our five major career fairs each year



Hiring UC Davis Aggies

Aggies Hiring Aggies

The UC Davis experience is unique. There is a special bond Aggies share. Are you a UC Davis Aggie Alumni who would like to contribute to the connection between current students and alumni? Recruit through the UC Davis Internship and Career Center and become an Aggie Hiring Aggies. For more information on UC Davis alumni check out the [Cal Aggie Alumni Association](#). Think Aggies first!

Partner with the ICC through Aggie Circle Partnership

The ICC is pleased to offer Aggie Circle, a partnership program providing a higher level of service tailored to your recruiting needs. Find up-to-date information about Aggie Circle [on our website](#). If you are interested in joining the program, contact Executive Director Marcie Kirk Holland at aggiecircle@ucdavis.edu.

Who are UC Davis Students?

Aggies are (mostly) Gen Z

Most UC Davis students belong to Generation Z (born between 1997 and 2012), which is the most diverse and multicultural of any U.S. generation in history. When recruiting this generation, consider the following:

- Gen Z values independence, entrepreneurialism, and a spirit of ingenuity. (*Source: [Glass Door](#)*) Let potential recruits know how your organization promotes flexibility, innovation, and self-direction in work.

- Career growth opportunities, trust in senior leadership, and a supportive workplace that promotes authenticity are among the top factors Gen Zers use to evaluate potential employers. (Source: [Fast Company](#)) You can demonstrate—via job descriptions, interview processes, social media, and other online forums—that you value these things, too.
- Gen Z is 100% digitally native. They are the first generation of job seekers born in the age of smartphones and AI digital assistants, and they are used to information moving fast. (Source: [Entrepreneur](#)) Recruitment strategy that incorporates social media, video meetings, and messaging apps can help you keep up with Gen Z’s digital point of view.

Aggies are Diverse and Inclusive

UC Davis is a global community, and its student body reflects California’s diverse demographics. The campus includes over 10 distinct [resource and retention centers](#), in addition to many other targeted support programs. The students’ diverse backgrounds, perspectives, and lived experiences are assets to any employer seeking to build a workforce that is responsive to our changing global economy.

- When connecting with UC Davis students, you can leverage this enthusiasm for inclusiveness by sharing the ways that your organization supports young professionals with diverse identities! For example, if your organization sponsors **Employee Resource Groups (ERGs)** or other support resources, the ICC hosts an annual [“Diversity, Inclusion and Belonging in the Workplace”](#) networking event.
- The University of California has developed a [DEI Recruitment Best Practices Guide](#) for employers wanting to increase recruitment and retention of diverse talent within your organization.

Handshake

Using [Handshake](#), employers can post job and internship listings, register for career fairs, manage on-campus recruiting, advertise their events, and message students and alumni who meet their qualifications. For support in getting started with Handshake, visit this [Employer Resource for Handshake](#)

Use Handshake for the following:

Post Jobs/Internships

Include a very clear description of the company, job duties, qualifications, learning outcomes for internships, and application directions, along with contact name and email.

On-Campus Recruiting (OCR)

Recruiting season opens July 1st of each year, allowing companies to request information session space, register for internship and career fairs, and request on-campus interview space for the upcoming academic year.

On-Campus Interviews

Employers have the opportunity to hold on-campus interviews for their open positions posted on Handshake to be conducted in our center. This is an effective way to complete your interviews, especially for organizations conducting multiple interviews and recruiting multiple positions. To learn more, visit the [On Campus Recruiting Program](#) website to get started.

Information Sessions

Information (networking) sessions help increase company visibility, while informing students about company culture and opportunities. Information sessions are generally held between 6 p.m. and 9 p.m., either on campus or virtually. Companies generally schedule information sessions around career fairs, on-campus interviews, or before a Handshake position deadline. [Read more](#) about hosting an information session at UC Davis. In-person information session fees begin at \$250. For guidance on scheduling your information session, connect with the Career Recruiting Program team (careerrecruiting@ucdavis.edu).

Career Fairs

Companies are able to recruit students and recent alumni by attending our [Career Fairs](#). Fairs provide students and recent alumni with opportunities to network with recruiters from a large variety of industries. Employers are encouraged to register online early as our career fairs are fully booked out in advance. Registration for fairs opens annually on July 1st.

Student attendees from different majors often attend the career fairs and employers are encouraged to utilize the following strategies to attract talented students:

- Ensure your positions are posted on Handshake prior to the career fair and extend the job posting deadline to allow students you have met at the career fair to apply.
- At the fair, have a sign that quickly draws students from selected [majors](#) if you are looking for specific majors, or indicate open to all majors if you are open to all majors.
- For employers open to international students, include a sign that states “Open to international students” as an added bonus to help find international students.
 - ★ As a reminder, when international students are participating in an internship, UC Davis is the sponsor. Employers do not need to provide sponsorship other than proof of offer letter to the student for [CPT](#).
 - ★ See our [guide to hiring international students](#) for more information.
- Remain open minded. Many students are exploring the career fair for the first time, may not have selected a career/major, and/or are learning about internships.

Employer Receptions

The ICC holds an employer reception the night before most career fairs. Recruiters registered to attend the career fair are invited to attend the event through Evite. New recruiters and companies are highly encouraged to attend to introduce themselves, and to meet campus partners, which will include professors and academic advisors from the UC Davis community. This is a great way to learn about what students are learning in the classroom, skills students have developed, and specializations from specific majors.

Resources

There are many robust resources locally and nationally to support your recruitment efforts including:

- [Aggie Square](#), the university’s innovation hub in the heart of Sacramento, provides resources to connect the University to industry and the community.
- The National Association of Colleges and Employers ([NACE](#)) has resources such as best practices for employers, career competencies, diversity and inclusion practices and other materials to help you develop your career processes effectively.

Internships

Internships at UC Davis are supervised work-learn experiences in a professional environment to help students achieve academic and career goals.

- Internships are guided, supervised and evaluated by professionals
- Ideally, internships are paid. If the internship is unpaid, duties may not replace those of paid employees. Unpaid internships must follow the [U.S. Department of Labor guidelines for unpaid internships](#).
- Students are encouraged to complete the transcript notation process through Handshake to document their experience has been reviewed and approved by the Internship and Career Center (ICC) (see *Transcript Notation*, below).
- Students at all class levels are eligible to participate in internships, within parameters set by participating organizations.

To post an internship, log in to [Handshake](#). For questions: careerrecruiting@ucdavis.edu.

Internship Best Practices

The ICC's career advisors are here to assist you in developing an internship program that adheres to best practices. For example, a high quality internship includes:

- A practical work experience or project, supervised by a designated supervisor/professional staff member
- An opportunity to observe, contribute, and rotate through different parts of the department/organization
- Career connections, mentorship, and networking opportunities within the organization/industry
- Training, either "formal" or on-the-job along with constructive, on-going feedback for personal and professional development
- Competitive compensation. When employers offer paid opportunities, they see larger and more robust applicant pools
- Consider the **80/20 rule**: Eighty percent of the time the student intern is developing skills by working on projects and obtaining mentorship to explore potential career paths. The remaining 20% of the time the student intern may work on administrative duties such as filing, organizing, etc.

The ICC follows [NACE guidelines](#) for best practices. The above information does not constitute legal advice. Please confirm your state and [federal](#) requirements.

For further information, see [15 Best Practices for Internship Programs \(NACE\)](#).

Transcript Notation and Academic Credit

Transcript Notation

UC Davis students have the opportunity to document approved internship experiences on their official transcript through Transcript Notation (TN). In order to qualify, an internship must:

- Be a minimum of 40 hours over a ten week quarter (minimum 4 hours/week)
- **Be supervised and evaluated by professionals, *not fellow students***
- Involve significant activities, assignments and/or projects

Employers are encouraged to discuss TN requirements and expectations before interns start work. Employers may provide TN for interns through Handshake. For more information on how to provide TN, visit our [Employer's TN Guide](#).

Academic Credit/Units

Employers can encourage interns to speak with their major academic advisor and/or faculty if they are interested in obtaining academic credit for their internship. Typically, students must:

- Find a faculty sponsor from their major and explain the internship and learning outcomes to them. It is up to the faculty member to approve an internship for academic credit.
- Complete an Internship Academic Credit/Unit form (forms vary depending on major) which can be found through major department
- Internships can receive both transcript notation and academic credit.

Please note, academic credit does not exempt an employer from the responsibility to provide worker's compensation and liability insurance.

Student Organizations

The 700+ [student organizations](#) at UC Davis include clubs, sororities, and fraternities. Campus student leaders develop a variety of skills such as leadership, project coordination, teamwork, problem solving, public speaking, and community service. Employers interested in connecting with students are encouraged to contact student organizations directly for small information sessions specific to your recruitment needs.

Tips on engaging with student clubs:

- Offer student clubs an opportunity to learn about your company and hiring needs by presenting at a club meeting. Many schedule meetings weeks in advance. Getting on their calendar is a great way to connect to specific students.
- Bring a UC Davis alum or past intern to talk about their interning and/or work experience, company culture, and past projects.
- Outreach to clubs can be part of a comprehensive strategy to develop brand recognition and attract talent. Connect with the ICC to develop your overall campus strategy.

Hiring Policies

Terms & Conditions Employer Eligibility

Employers may only recruit on-campus for existing job vacancies or those which will exist by the time a candidate is available for employment. Campus interviews must be directly scheduled and conducted by the organizations' employees, rather than by 3rd party representatives. Employers who recruit at UC Davis must adhere to [Equal Employment Opportunity \(EEO\) guidelines](#) and the [NACE Principles for Professional Conduct](#).

Basis of Compensation

Employers must be offering bona fide salaried positions and may not require new hires to pay a fee for training or other job-related expenses. Employers who compensate employees based on a partial commission must give an accurate estimate of expected earnings.

Offer and Acceptance Policies

Exploding Offers/Excessive Pressure

Employers should not make offers or pressure students to accept “early” offers, including those requiring a quick response time. Employment professionals will refrain from any practice that improperly influences and affects acceptances. These may include undue time pressure for acceptance of offers, diminishing bonuses, reduced options for location preferences and encouragement of revocation of another offer.

The Internship and Career Center (ICC) expects employers adhere to the following guidelines when recruiting UC Davis students:

- Students will be given a minimum of two weeks or, in the fall recruiting season, until the first business day in November to accept an offer (whichever is longer).
- A student may request additional time which will be granted at the discretion of the employer.

If an employer has concerns, please contact the ICC’s Career Recruiting Program team at careerrecruiting@ucdavis.edu.

Cannabis

Proposition 64 legalized recreational marijuana use in the State of California in November 2016. As such, UC Davis Internship and Career Center will approve cannabis companies to post job or internship opportunities within Handshake. At this time we are not approving event or career fair registrations for cannabis companies.

Cannabis use and possession is prohibited on all university property. Please refer to the [University of California Office of the President guidelines](#).

Equal Employment Opportunity/Nondiscrimination

The UC Davis Internship and Career Center does not make its interviewing facilities and job listing services available to employers who unlawfully discriminate in the selection of employees on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. For more information refer to [ICC policies](#).

Contact Us

Thank you for recruiting UC Davis Aggies! We look forward to working with you to meet your recruiting needs. For more information, contact:

UC Davis Internship and Career Center

Career Recruiting Program

careerrecruiting@ucdavis.edu

530-752-2286

