The Office of Career Services (OCS) partners with employers to promote job and internship opportunities to students. Employers that utilize and benefit from OCS promotional resources, including but not limited to the Campus Interview Program, agree to the following fees and policies.

1. Employer Visits to Campus
   A. **ALL** employer visits to campus must be reported via Crimson Careers PRIOR to the event date.
      - This includes events in the Harvard Square area (events with student groups, alumni events where students are invited, events at local restaurants, etc.).
   B. Only one networking and information session per employer is permitted during peak September dates.
   C. **Dress Code:** In following with our colleagues at Harvard Business School, we encourage students to attend networking and recruiting events in “smart” casual or business casual attire. We are asking students to refrain from suits and follow our more casual dress guidelines, which include khakis, dress pants, skirts, button-down long sleeve shirts, sweater sets, blouses, etc.
   D. No educational sessions, information sessions, and interviews, including off-campus interviews, or other recruiting activities may take place during Harvard’s Reading and Exam Periods (4/26/18 - 5/12/18 and 12/6/18 – 12/20/18).

2. Fee Structure and Payment Policy
   A. **Events**
      - $500 promotional fee per semester for recruiting events, including networking and information sessions
      - $500 additional fee for use of OCS space
      - $250 promotional fee per date for coffee chats and office hours
      - $250 additional fee for use of OCS space
   B. **Campus Interview Program**
      - $200 fee for each interview room; charged at the time of the reservation conversation.
      - $100 processing fee for each job posting; charged at the time the schedule is approved.
      - $300 fee for use of conference room; additional $300 fee minimum for use before or after scheduled interviews.
      - **NOTE:** any request to stay past 6:15pm must be strictly related to Harvard FAS Campus Interviews, must be reserved at least 3 business days in advance, will be billed a minimum $300 fee, and is subject to availability.
   C. All fees must be paid by credit card (MasterCard/Visa/AmEx).
   D. Non-profit employers will not be charged promotional or Campus Interview Program fees.

3. Cancellation Policy
   A. **Events**
      - Event promotion fees may be refunded, less a $50 processing fee, if the event is canceled with two weeks’ notice.
   B. **Campus Interview Program**
      - We are unable to refund canceled postings or rooms; please reserve no more than necessary.
      - After September 1, 2018, a $50 per room cancellation fee will be charged for peak September interview dates.
      - Cancellations must be processed PRIOR to the Employer Preselect Date. Late cancellations violate the integrity of the program, and employers may be denied early registration privileges.

4. Campus Interview Program Application Policy
   A. Students must apply to your position(s) in Crimson Careers to be eligible to interview on campus.
   B. If there are students who you wish to interview who did not submit an application through our Crimson Careers system, you must arrange to interview them elsewhere.

5. Off-Campus and Second Round Interview Policy
   All employer partners agree to extend the following *minimum* considerations when arranging off-campus interviews.
   A. Employers may not host off-campus or 2nd round interviews outside of Harvard Square between September 17-20 and September 24-27.
   B. Every effort should be made to accommodate candidates’ class and first round interview schedules. **Students who cancel a first round interview to attend a second round interview are subject to suspension from the Campus Interview Program.**
      - One or more alternative dates must be offered to students for second round interviews.
      - Employers may not assign students a second round interview time slot without offering options.
   C. Employers must give students 72-hour notice to interview outside of Harvard Square.

**Please remember that any employer found to be in violation of these Policies will be subject to penalties which include suspension from OCS promotional channels, including but not limited to the Campus Interview Program, or denial of early registration privileges for future recruiting cycles.**
6. Job & Internship Offer Policy

Harvard’s conviction is that students must have the opportunity to explore in order to make effective decisions. In conjunction with our faculty and deans, we are committed to the transformative purposes of a liberal arts and sciences education and supporting students as they gain a sense of what they want to do with their gifts and talents, assess their values and interests, and learn how they can best serve the world. A student who makes a hasty or ill-considered decision regarding employment precludes his or her exploration of these options which can lead to reneging on job offers. We appreciate your partnership in extending students time to reflect on the right next step for them.

A. Offer Decision Timeline

All employers who utilize and benefit from OCS resources, including but not limited to the Campus Interview Program (which includes all interviews with students who have applied through Crimson Careers), must at minimum follow these policies:

### FULL-TIME & INTERNSHIP HIRING

<table>
<thead>
<tr>
<th>Date of Offer:</th>
<th>Acceptance Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time offer as a result of previous summer internship OR result of an OCS promotional channel*</td>
<td>Thursday, October 11, 2018</td>
</tr>
<tr>
<td>Intern offer as a result of previous summer internship OR result of an OCS promotional channel*</td>
<td>Thursday, October 25, 2018</td>
</tr>
<tr>
<td>Fall Interview Season (Sept 17, 2018 – Nov 1, 2018)</td>
<td>Thursday, November 8, 2018 or 3 weeks from Date of Offer (whichever is later)</td>
</tr>
<tr>
<td>Spring Interview Season (Feb 5, 2019 – Feb 13, 2019)</td>
<td>3 weeks from Date of Offer</td>
</tr>
</tbody>
</table>

B. OCS Promotional Channel*

OCS Promotional Channel = on campus fairs, networking nights, Campus Interview Program posting including prior years, information session, coffee chats/office hours, events promoted through OCS resources, etc.

C. No Exploding Offers

We expect employers to honor all offers made to students. Exploding offers are prohibited and refer to any condition that places undue pressure on the student to accept early (e.g., "We have 10 offers outstanding for 8 openings and will accept the first 8 students who accept," or "We will extend an offer if you agree to accept today," etc.).

D. Expectation of Written Offers

All employers should extend offers in writing and be prepared to exhibit written offers to the Campus Interview Program Office. Please examine the contract you ask students to sign very carefully. Employers who rescind or alter contract conditions after both parties have signed will be subject to penalties which may include suspension from the Campus Interview Program.

7. Email Policy

Harvard does not permit blanketeting students with emails. Messages must not misrepresent the identity of the sender and should not "broadcast" indiscriminately to large numbers of individuals. Only those students who have given your organization their email address should be contacted. Employers may reach out to student organizations for help with promotion and partnership but may not have their programs or events posted on House email lists.

8. Non-Discrimination and Sexual Harassment Statement

Harvard University is committed to maintaining a safe and healthy educational and work environment and to building an inclusive community where students from all backgrounds, ethnicities, gender identities, sexual orientation, race and socio-economic status feel welcomed, valued and respected. Participants are reminded to be respectful of difference and sensitive to conduct that may be perceived as disrespectful or inappropriate. Participants are also reminded of Harvard University’s Policy on Sexual and Gender-Based Harassment (available at http://diversity.harvard.edu/pages/hu-sexual-harassment-policy). Employers and alumni are expected to conduct themselves in a professional manner in all interactions with students (both on and off campus) and refrain from any one-on-one activities with undergraduate students where alcohol is involved. We thank you for your work supporting Harvard students in their career development.

9. Alcohol Policy

Alcohol is prohibited during the recruiting process. Employers’ recruiting events (on and off campus), should not include alcohol. Please refer to the NACE Principles for Professional Practice for more information.

Please remember that any employer found to be in violation of these Policies will be subject to penalties which include suspension from OCS promotional channels, including but not limited to the Campus Interview Program, or denial of early registration privileges for future recruiting cycles.