

CAREER ADVANCEMENT NETWORK (CAN)

RECRUITER GUIDE

Welcome to UC Irvine Division of Continuing Education (DCE) and thank you for your interest in recruiting our certificate learners and alumni. We are excited to have this opportunity to become your strategic partner in your search for highly qualified professionals in your organization.

To further these efforts, we invite you to join our [Career Advancement Network \(CAN\)](#), a web-based portal that is designed to help you manage your entire recruiting process.

A primary objective of the DCE is to support your organization's efforts to connect with, recruit, and hire DCE learners and alumni. Whether your organization is large and multidimensional, or a start-up with limited or unique talent needs, we look forward to working closely with you to develop a recruiting strategy tailored to meet your organization's specific needs.

You can use CAN to:

- ✓ Post, track, and store job postings
- ✓ Access and download resumes
- ✓ Request recruiting and info session dates
- ✓ Monitor real-time student sign-ups for your events
- ✓ Maintain company contact information
- ✓ Keep an ongoing history of your recruiting activities

Job Posting Approval Process:



Current 12twenty users

Log in with your [existing account](#).



New users

Visit the [DCE 12twenty](#) login page or use the QR code.
Click "Sign up for an account" at the bottom of the page.

Once registered, please allow 3-5 business days for the DCE Career Services team to review your information and approve requests.

It is in our learners' best interest for DCE to screen and verify employers and the opportunities they present. We do our best to ensure that each employer registration is legitimate, and that each posting meets our university criteria.

EMPLOYER/RECRUITER EXPECTATIONS

It is the employer's responsibility to refresh job listings as needed and to close listings that have been filled.

To ensure a smooth and professional process with posting jobs and communicating with DCE learners and alumni, we require recruiting organizations to abide by our guidelines pertaining to all recruitment activities including, but not limited to, CAN job and internship postings, networking events, company presentations, and information sessions.

The DCE Career Advancement Network adheres to certain guidelines, laws and regulations for recruitment activities involving DCE learners and alumni and expect employers to do the same.

Employers are expected to abide by all applicable federal, state, and local employment laws, including [Equal Employment Opportunity Commission \(EEOC\) laws](#), [University of California rules and regulations](#), and the [Principles for Employment Professionals](#) developed by the National Association of College and Employers (NACE). Employers must also maintain the confidentiality of student data as outlined in the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Employers are expected to be fully transparent when describing their organizations and posting information on CAN. Job listings should include: starting salary, and accurate position description of the responsibilities, expectations, and requirements. A salary range should also be included in compliance with SB 1162. More information is available below:

What is SB 1162 guidance in California?

Effective January 1, 2023 SB 1162 extends the current pay transparency framework of the Equal Pay Act by requiring all employers, upon request, to provide current employees the pay scale for the position in which the employee is currently employed, and employers with 15 or more employees are required to include the "salary or hourly wage."

- [SHRM: California Releases Guidance on Pay Transparency Law](#)
- [CalMatters: California Pay Transparency Law Questions Answered](#)

DCE does not accept international job listings from third parties.

Postings requiring donations, application fees, investments, purchase of training materials, or listings that offer items/services for sale cannot be posted.

DCE reserves the right to refuse service to organizations/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 UC Irvine students, alumni, staff, or faculty
- Breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA)
- Failure to adhere to DCE Employer Guidelines
- Any violation of University of California rules and regulations
- Any violation of local, state, or federal laws
- Alcohol: Use of alcohol at any time during the recruiting process is inappropriate, on or off campus

For questions or assistance please contact [Amy Gleason](#).