POLICY TITLE
Career Services Conduct

POLICY NUMBER
5.8

PRIMARY RESPONSIBILITY
Office of the Vice President for Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created July 2011/Effective July 2011

PURPOSE
To help students and alumni to choose and attain personally rewarding careers and continued higher education, and to help employers develop effective college relations programs that contribute to effective candidate selection.

ORGANIZATIONAL SCOPE OR AUDIENCE
Students, Staff, Community employers

DEFINITIONS
NACE - National Association of College and Employers: A professional association connecting college and university career services professionals with HR/staffing professionals focused on college relations and recruiting.

POLICY
College personnel are required to uphold standards of professional conduct. Career Services adheres to the National Association of College and Employers’ (NACE) Principles for Professional Conduct.

PROCEDURE
Career Services Professionals, without imposing personal values or biases:
   1. Will assist individuals in developing a career plan or making a career decision;
   2. Will know the Career Services field and the educational institution and students they represent, and will have appropriate counseling skills;
   3. Will provide students with information on a range of experiential and career opportunities and types of employing organizations. They will inform students of the means and resources to gain access to information which may influence their decisions about an employing organization. Career Services Professionals will also provide employing organizations with accurate information about the educational institution and its students and about the recruitment policies of the Career Services office;
4. Will provide generally comparable services to all employers, regardless of whether the employers contribute services, gifts, or financial support to the educational institution or office and regardless of the level of such support;

5. Will establish reasonable and fair guidelines for access to services by employers. When guidelines permit access to organizations recruiting on behalf of an employer and to international employers, the following principles will apply:
   A) Organizations providing recruiting services for a fee may be asked to inform Career Services of the specific employer they represent and the specific jobs for which they are recruiting. When necessary, Career Services can request contact information to verify that the organization is recruiting for a bona fide job opportunity. Career Services must respect the confidentiality of this information and may not publish it in any manner. Third-party recruiters that charge fees to students will not be permitted access to Career Services;
   B) Third-party recruiters will not be granted access to resume books on JobZone. These employers must post positions and not solicit clients through JobZone;
   C) Employers recruiting for work outside of the United States are expected to adhere to the equal employment opportunity (EEO) policy of the Career Services office. They will advise the Career Services office and the students of the realities of working in that country and of any cultural and foreign law differences.

6. Will maintain EEO compliance and follow affirmative action principles in career services activities in a manner that includes the following:
   A) Referring all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
   B) Notifying employing organizations of any selection procedures that appear to have an adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
   C) Assisting recruiters in accessing certain groups on campus to provide a more inclusive applicant pool;
   D) Informing all students about employment opportunities, with particular emphasis on those employment opportunities in occupational areas where certain groups of students are underrepresented;
   E) Developing awareness of, and sensitivity to, cultural differences and the diversity of students, and providing responsive services;
   F) Responding to complaints of EEO noncompliance, working to resolve such complaints with the recruiter or employing organization, and if necessary, consulting with the appropriate campus department.

7. Will obtain prior written consent from the student for any disclosure of student information outside of the educational institution unless health and/or safety considerations necessitate the dissemination of such information. Career Services Professionals will exercise sound judgment and fairness in maintaining the
confidentiality of student information, regardless of the source, including written records, reports, and computer data bases;

8. Will choose qualified personnel to evaluate or interpret tests of a career planning and placement nature. Students will be informed of the availability of assessment, the purpose of such assessments, and the disclosure policies regarding assessment results;

9. Will charge fees for career services only if it becomes necessary and such fees will be appropriate to the budgetary needs of the office and will not hinder student or employer access to services. Career Services Professionals are encouraged to counsel student and university organizations engaged in recruitment activities to follow this principle;

10. Will advise students about their obligations in the recruitment process and establish mechanisms to encourage their compliance. Student obligations include providing accurate information, adhering to schedules, accepting an offer of employment in good faith, notifying employers on a timely basis of an acceptance or non-acceptance and withdrawing from the recruiting process after accepting an offer of employment, interviewing only with employers for whom students are interested in working and whose eligibility requirements they meet, and requesting reimbursement of only reasonable and legitimate expenses incurred in the recruitment process;

11. Will provide services to international students consistent with U.S. immigration laws, inform those students about these laws, represent the reality of the available job market in the United States, encourage pursuit of only those employment opportunities in the United States that meet the individual's work authorization, and encourage pursuit of eligible international employment opportunities;

12. Will also promote and encourage acceptance of these principles throughout their educational institution, particularly with faculty and staff who work directly with employers, and will respond to reports of noncompliance.

REFERENCES
NACE - http://www.naceweb.org
Immigration Reform and Control Act - http://www.uscis.gov/portal/site/uscis

RESOURCE PERSON
Vice Chancellor for Student Affairs