Ivy Tech Community College of Indiana

POLICY TITLE
Employment Professionals

POLICY NUMBER
5.9

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
EEO – Equal Employment Opportunity: Laws that make it illegal to discriminate against a job applicant or an employee during hiring, termination, promotion, harassment, training, wages and benefits based on the applicant or employees race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetics.

Employment Professionals: Any person seeking college students for a job such as a human resource representative.

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 and employment professionals are required to uphold standards of professional conduct. Career Services adheres to the National Association of College and Employers’ (NACE) Principles for Professional Conduct and expects that potential employers will abide by the same principles and standards.

PROCEDURE
Employment Professionals:
1. Will refrain from any practice that improperly influences and affects experiential opportunities or job acceptances. Such practices may include undue time pressure for
acceptance of employment offers and encouragement of revocation of other offers. Employment Professionals will strive to communicate decisions to candidates within the agreed-upon time frame;

2. Will know the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques;

3. Will supply accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable;

4. Organizations will not expect, or seek to extract special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or Career Services office in the form of contributed services, gifts, or other financial support;

5. Will not serve alcohol as part of the recruitment process on or off campus including at receptions, dinners, company tours, and related social events;

6. Will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:
   A) Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
   B) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
   C) Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
   D) Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
   E) Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
   F) Investigating complaints forwarded by the Career Services office regarding EEO noncompliance and seeking resolution of such complaints.

7. Will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations;

8. Will ensure that those engaged in administering, evaluating, and interpreting assessment tools, tests, and technology used in selection will be trained and qualified to do so. Employment Professionals must advise the Career Services office of any test conducted on campus and eliminate such a test if it violates campus policies and must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the test results will be disclosed. All tests will be reviewed by the employing organization for disparate impact and job-relatedness;

9. Will respond to inquiries by the Career Services office regarding using organizations that provide recruiting services for a fee, the employers’ relationship with the
organization and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction;

10. Will conduct all recruitment activities, through student associations or academic or other college departments, in accordance with the policies of the career services office;

11. Will cooperate with the policies and procedures of the Career Services office, including certification of EEO compliance or exempt status under the Immigration Reform and Control Act, and will honor scheduling arrangements and recruitment commitments;

12. Will recruit for international operations according to EEO standards and will advise the Career Services office and students of the realities of working in that country and of any cultural or foreign law differences.

13. Will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, 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