



## Employer Recruiting Policies

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CareerLAB provides these guidelines to ensure that you have a smooth recruiting process with Brown University students. **We have modified our policies this year so please read each item carefully.**

The policies described in this document are intended for all organizations affiliated with Brown University's campus and intending to recruit Brown University students. Affiliation is defined as **any** programming or recruitment activities including, but not limited to: on-campus interviews, information sessions/workshops, career fairs, and employers-in-residence, resume drops (non-OCR), student group visits. Our goal at the CareerLAB is to ensure students and organizations engage in fair, honorable recruiting practices. We have designed a recruiting calendar to help minimize conflict and situations while allowing students to engage fully in the recruiting process across the academic year.

Organizations should keep CareerLAB Employer Relations informed of all on-campus and off-campus marketing, outreach, and programming involving Brown students. This is the best way to optimize your marketing strategy and timing, while avoiding scheduling problems and/or conflicts with our campus recruiting policies.

### NON-DISCRIMINATION POLICY

The federal government prohibits higher education institutions from discriminating on the basis of race, color, or national origin (Title VI, Civil Rights Act of 1964); gender (Title IX, Education Amendments of 1972); or disability, veteran status, or age (Americans with Disabilities Act of 1990). Brown University's non-discrimination policy is consistent with the law and includes additional protected categories:

*Brown University does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or gender expression in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school administered programs.*

### INTERVIEW AND EMPLOYMENT OFFER POLICY

Whether posting opportunities on our Job and Internship Board or participating in on-campus recruiting, we expect all employers to abide by our Interview and Employment Offer Policies. Allowing candidates enough time to make an informed decision serves the interests of both candidates and employers. Employers must permit students to participate in recruitment activities for the timeframe and allow student candidates sufficient time to explore their career options before deciding whether or not to accept offers for internships or full-time employment.

We encourage a reasonable time frame for acceptances and prohibit any practice that may pressure students in forgoing the entirety of the recruiting cycle (*Recruiting cycle for full-time positions is September thru March; Internships are October thru February*). Any pressure from Employers to accept early makes it harder for us to enforce our policy against renegeing so it benefits all parties to adhere to the dates below.

All employment offers should be made in good faith. We strongly encourage employers to work with us if an offer is to be rescinded. Employers who renege on an employment offer without just cause will be immediately suspended from recruiting activities at Brown University for at least one year. Reinstatement will only occur if the issue has been thoroughly addressed by our office.

| Recruiting: Full-time and Internships   | Deadlines   |
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| <p><b>Fall 2015 Recruiting:</b></p> <p>Employers can start to post opportunities any time after May 4<sup>th</sup>. On-campus recruiting will begin September 28<sup>th</sup> for full-time; October 26<sup>th</sup> for Internships.</p> | <p>Employers who offer <b>Full-time positions</b> must allow 3 weeks or until November 30<sup>th</sup> (whichever is later).</p> <p>Employers who offer <b>internship positions</b> to Brown students must allow 3 weeks or until Dec. 20th (whichever is later.)</p>                                 |
| <p><b>Spring 2016 Recruiting:</b></p> <p>Employers can start to post opportunities any time after Monday, December 7<sup>th</sup>. On-campus recruiting will begin Monday, February 8<sup>th</sup>.</p>                                   | <p>Employers who offer <b>internship positions</b> to Brown students must allow 3 weeks or until February 26<sup>th</sup> (whichever is later.)</p> <p>Employers who make offers for <b>full-time positions</b> must allow students two weeks or until March 25<sup>th</sup> (whichever is later)</p> |
| <p><b>Summer 2016 Internships from previous Internships:</b> Employers offering internships at the end of the summer for subsequent summer start dates</p>  | <p>Employers must give students until December 20th for students to make a decision.</p>  |
| <p><b>Full-time Offers from Summer Employment</b></p>   | <p>We ask that employers making full time offers at the end of the summer to interns returning for their final year, we ask that you give them until November 30<sup>th</sup> to make a decision.</p>   |

- **Off-campus second round interviews** (i.e. asking students to travel beyond Providence) **or Superdays** should **NOT** be conducted within the first two week of either the Fall or Spring Recruitment Season. ***If Employers wish to conduct second-round interviews or other events*** within that timeframe, they can be held at CareerLAB after 5:00 p.m. or at a local venue.
- Employers should extend **second-round interview invitations** a minimum of **72 hours** in advance for off-campus interviews.
- **Students studying abroad should get the same consideration from employers as students on campus.** We are happy to work with any employer that would like to conduct a phone or video interview in our space. We would also be happy to set up alternate interview time for any employers wishing to return to campus.
- It must be clearly communicated to the student at all times that he/she should feel comfortable speaking up about any **scheduling conflicts**. Employers must offer **alternative dates**, without negative consequences, for a second-round interview if the date originally suggested by the employer conflicts with students' academic and/or other valid campus obligations.

**Exploding offers are strictly prohibited. CareerLAB defines an exploding offer as: Any offer that does not adhere to the policy stated above and/ or that has special incentives attached, such as a diminishing bonuses and location or job preferences, for purposes of inducing early acceptance.** Employers violating this policy will be immediately suspended from recruiting activities at Brown University for at least one year. Reinstatement will only occur when CareerLAB determines that the problem has been resolved. We strongly encourage employers to discuss special circumstances in advance with Emily Nolan, Associate Director for Employer Relations.

All employers who participate in campus recruiting will be expected to follow the Offer Policy for both job postings with on-campus interviews as well as postings with off-campus interviews. Employers that violate the “Offer Policy” will be subject to penalties that may include forfeiture of the use of CareerLAB, including on-campus interviewing, participation career services events, and employer information sessions, for the following academic year.

## NEW: CANCELLATION POLICY

- The Career Fair Fee is refundable if the cancellation is made **at least 7 days** in advance
- The Interview Rooms fee is refundable if the cancellation is made **at least 7 days** in advance.
- The Information Session Room fee is refundable if made **at least 14 day** in advance.
- The per-semester Registration Fee (for information sessions & interviews) is NONREFUNDABLE, regardless of when any cancellation is made.
- All fees are Non-Refundable once the cancellation deadline has passed.

## ALCOHOL POLICY

In accordance with guidelines established by NACE (National Association of Colleges and Employers), there should be no consumption by candidates in the interview or recruiting process or at events associated with full-time or internship opportunities, either on- or off-campus. Employers should neither offer alcohol or candidates nor expect that candidates will consume alcohol.

## EMAIL POLICY

CareerLAB does not permit mass emails to students.

## REPORT HIRING DATA

We require organizations who recruit Brown students to inform us of all full-time and internship offers extended to students in order to ensure we maintain accurate statistics regarding student employment.

## CONFIDENTIALITY POLICY

All materials received from our students (letters, resumes, transcripts, via email or hard copy) should be shared only with persons at your firm involved with the hiring process. Please do not forward emails or other material from students to others inside or outside your organization.