CareerLAB provides these guidelines to ensure that you have a smooth recruiting process with Brown University students.

The policies described in this document are intended for CareerLAB “Partner Organizations.” Partner Organizations are defined as those that have been affiliated with Brown CareerLAB over the past 12 months. 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.

Partner 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**

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 an entire semester 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. Employers conducting 2nd round interviews are asked to be flexible with students who have 1st round interviews scheduled at conflicting times. To ensure that students complete their first round interviews, we have instituted the following interview policy:

- **Subsequent interviews and Superdays** that are conducted within the first two weeks of the fall recruitment season (September 29 – October 10, 2014) and spring recruitment season (February 2 – 11, 2015) should be held at CareerLAB after 5:00 pm or at a local venue.
- Employers should extend interview **invitations** a minimum of 72 hours in advance for off campus interviews.
- 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.
Full-Time Offers (Fall)

- Employers who offer Full-Time positions to Brown seniors at the end of the summer internship (for subsequent summer start dates) must give students until November 7, 2014 to make a decision.

- Employers who make offers during fall recruiting (for subsequent summer start dates) must allow students two weeks or until November 14, 2014 (whichever is later) to make a decision.

Full-Time Offers (Spring)

- Employers who make offers for full-time positions during spring recruiting (for summer start dates) must allow students two weeks or until March 27, 2015 (whichever is later) to make a decision.

Internship Offers

- Summer internship recruiting at Brown occurs in the spring semester only. Employers offering summer internships must allow candidates two weeks or until February 27, 2015 (whichever is later) to make a decision.

- Employers who offer internships at the end of the summer (for subsequent summer start dates) must give students until February 20, 2015 to make a decision.

Exploding Offers

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 diminishing bonuses and location 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, or until CareerLAB determines that the problem has been resolved. We strongly encourage employers to discuss special circumstances in advance with Yvonne Rogers, Assistant Director for Employer Outreach.

Rescinded Employment Offers

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.

E-mail Policy

CareerLAB does not permit mass e-mails 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 that we maintain accurate statistics regarding student employment.

Confidentiality Policy

All materials received from our students (letters, resumes, transcripts, via e-mail /hard copy), should be shared only with those persons at your firm involved in the hiring process. Please do not forward e-mails from students to others inside or outside your organization.

Alcohol Policy

In accordance with guidelines established by the National Association of Colleges and Employers, student candidates should abstain from the consumption of alcohol during the interview process, whether on or off campus. Employers should neither offer alcohol to candidates nor expect candidates to consume alcohol.