Student Recruiting Policies

The following policies and standards have been established to ensure professionalism during your personal and professional development and job/internship search process. Students are expected to adhere to these policies and standards in all interactions on and off campus, with alumni, employers, the community members and other Brown students. Brown’s CareerLAB holds itself and its employer partners to the highest level of professional integrity and social responsibility as established by the National Association of Colleges and Employers Codes of Professional Conduct.

STANDARDS OF PROFESSIONAL CONDUCT

I understand that honesty and integrity throughout the personal and professional development and job/internship search process reflects on my character. Therefore, I will provide accurate information in all materials and actions in the pursuit of a meaningful personal and professional future.

I will monitor publicly available content by and about me, including content and photos on Google mail, personal blogs, and social networking sites, and make reasonable efforts to remove material that others may deem inappropriate or unprofessional.

I will acknowledge calls, e-mails and invitations for interviews, events and informational discussions and respond appropriately in a timely manner.

INTERVIEW POLICIES

The on-campus recruiting program is a valuable service to students and employers. We ask that all participants conduct themselves professionally and act in good faith regarding the interview and employment offer process. Students participating in the campus recruiting program are required to adhere to policies regarding interviews and the acceptance of employment offers. These policies are in place to ensure the integrity of the program for all students and employer partners.

CareerLAB encourages students to explore ALL career and employment options in order to make well-informed decisions. However, **DO NOT CANCEL any 1st round interviews to conduct a 2nd round interview with another firm.** Employers will work with you to make alternate arrangements for 2nd round interviews.

Students scheduled for an on-campus interview who need to cancel are required to give CareerLAB **48 hours notice.** Any student who fails to provide advance notice or who does not show up for an interview will be suspended from the on-campus recruiting program.

If a student is late for an interview it will be at the discretion of the employer as to whether the interview will still be conducted. Candidates should plan to arrive at CareerLAB at least 15 minutes prior to their scheduled interview.
Reinstatement

Reinstatement may occur after:

1) Meeting with the CareerLAB Assistant Director and a determination is made that there was an acceptable reason for canceling or not showing up for the interview
2) Sending a letter of apology to the employer
3) Providing a copy of your letter of apology to the CareerLAB Employer Relations office

Students Studying Abroad

Students studying abroad are encouraged to contact employers directly to inquire about their specific application and interview procedures. At the time of application, students must clearly disclose that they are or will be abroad and not available for an on-campus interview. In addition, CareerLAB will post specific information on application procedures for students abroad when provided by employers.

ALCOHOL POLICY

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

EMPLOYMENT OFFERS

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 follows: “Any offer that does not adhere to the policy stated above and/or that has special incentives attached, e.g.; diminishing bonuses and location preferences, etc. for purposes of inducing early acceptance.”

Accepting Offers

Once an employment offer has been accepted (written OR verbal), students are no longer eligible to apply or interview for positions. Students must withdraw all outstanding applications and cancel any scheduled interviews.

Any student who reneges on the acceptance of an offer obtained through the campus recruiting program will be immediately terminated from the campus recruiting program. Privileges to access services at CareerLAB will be suspended, but may be reinstated upon meeting with the CareerLAB Director.

Students who have difficulty making a decision or need more time to consider an offer are strongly encouraged to contact CareerLAB at 401-863-3326 for assistance.