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.

We’re here to help you; if you have any questions or concerns about employers or the recruiting process, please feel free to reach out to Emily_Nolan@brown.edu, Associate Director of Employer Relations.

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 (generally within 24 hours, or 48 hours if communication is sent over the weekend). I will set up my voicemail with a professional greeting and will check my voicemail regularly to ensure potential employers can get in contact with me.

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 should work with you to make alternate arrangements for 2nd round interviews. If you experience any difficulty with arranging your interview schedules with employers, please contact Employer Relations immediately and a staff member will help you.

*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**

If you are suspended, reinstatement may occur after:

1) Meeting with the CareerLAB Associate 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, with the help of Employer Relations, 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. CareerLAB can supply employers with appropriate technology to help facilitate video conferencing. Contact Employer Relations if you need help with you meet your goals for internship searches while off-campus.

**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**

<table>
<thead>
<tr>
<th>Recruiting: Full-time and Internships</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2016 Recruiting:</strong></td>
<td></td>
</tr>
<tr>
<td>Employers can request fall campus dates any time after May 2nd.</td>
<td>Employers who offer Full-time positions must allow 3 weeks or until November 30th (whichever is later).</td>
</tr>
<tr>
<td>On-campus interviews will begin:</td>
<td>Employers who offer internship positions to Brown students must allow 3 weeks or until Dec. 21st (whichever is later).</td>
</tr>
<tr>
<td>September 26th for full-time</td>
<td>Any offer, full-time or internship, made after December 31st will follow spring 2017 recruitment deadlines.</td>
</tr>
<tr>
<td>October 24th for Internships</td>
<td></td>
</tr>
<tr>
<td><strong>Spring 2017 Recruiting:</strong></td>
<td></td>
</tr>
<tr>
<td>Employers who offer internship positions to Brown students must allow 3 weeks or until February 24th (whichever is later).</td>
<td></td>
</tr>
</tbody>
</table>
Employers can start to post opportunities any time after Monday, December 5th. On-campus recruiting will begin Monday, February 6th.

Employers who make offers for **full-time positions** must allow students three weeks or until March 24th (whichever is later).

Any offer, **full-time or internship**, made after December 31st will follow spring 2017 recruitment deadlines.

**Summer 2016 Internships from previous Internships:** Employers offering internships at the end of the summer for subsequent summer start dates

Employers must give students until December 21st for students to make a decision.

**Full-time Offers from Summer Employment**

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 allow students until November 30th 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.

---

**Contacting Employer Relations**

**Emily Nolan**

Associate Director, Employer Relations

401-863-5941, emily_nolan@brown.edu

Contact for: studying abroad help; assistance with employers / recruiters during recruiting process, offer reviews; general questions about opportunities
TBD
Employer Relations Manager
401-863-3474  ?  ?@brown.edu

Contact for: problems with interview schedules; cancelling / rescheduling interviews (must be at least 48 hours); notify if missing an interview