Student Recruiting Policies

The following policies and standards have been established for two main reasons: 1) To ensure Students have sufficient time to engage in the recruiting process and 2) To prevent students from reneging (accepting an opportunity with one employer while continuing to look for additional opportunities). Reneging hurts the student’s future opportunities and severely compromises the relationship CareerLAB has with those employers. Time pressure can often make students feel forced into a decision prematurely and these policies AND CareerLAB staff are in place to help alleviate that pressure. **Students are expected to adhere to these policies and standards in all interactions on and off campus, with alumni, employers, community members and other Brown students.** Brown’s CareerLAB holds itself and its employers to the highest level or professional integrity and social responsibility as established by the National Association of Colleges and Employers Codes of Professional Conduct. REMEMBER: CareerLAB is here to help students; any questions or concerns about employers or the recruiting process, please feel free to reach out to Emily Nolan, Associate Director of Employer Relations (Emily_Nolan@brown.edu).

**STANDARDS OF PROFESSIONAL CONDUCT PLEDGE**

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

I understand publicly available content (including public posted photos on social media, personal blogs, and networking sites) may interfere with my professional brand, so I will make reasonable efforts to remove material that others may deem inappropriate or unprofessional.

I will acknowledge calls, e-mails and invitations for interviews and events and respond appropriately in a timely manner (generally within 24 hours or 48 hours on weekends). I will set up my voicemail with a professional greeting and check it regularly.

**ON-CAMPUS RECRUITING (OCR) AND NON-OCR POLICIES**

*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.* Candidates should plan to arrive at CareerLAB at least 15 minutes prior to their scheduled interview. 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.

**1st / 2nd Round Conflicts:** As timetables shorten and the competitive landscape increases, students may find they are facing 1st round / 2nd round scheduling conflicts. Employers should, in good faith, work with students but we have found, over time, employers have become less flexible – especially if they know the student has another interview conflict (vs a class conflict). **If you find yourself in a scheduling conflict, please inform Employer Relations immediately so we can work with you to help you manage the conflict to (hopefully) participate in both opportunities.** We can find creative solutions to scheduling issues, so please do not hesitate to get the Employer Relations team involved.
EMPLOYMENT OFFERS TIMETABLE

<table>
<thead>
<tr>
<th>Recruiting: Full-time and Internships</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2018 Recruiting:</strong></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 september 24th for full-time and internships</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></td>
<td>any offer, full-time or internship, made after December 31st will follow spring 2018 recruitment deadlines.</td>
</tr>
<tr>
<td></td>
<td>for internship offers made 12 months in advance of start date, we offer no official guidelines. please contact our office with any questions.</td>
</tr>
</tbody>
</table>

2018 Summer Recruiting for Summer 2019 Roles

<table>
<thead>
<tr>
<th>Full-time Offers from Summer Employment</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>full time offers made at the end of the summer internship to students returning to brown for their final year, must allow until October 31st for students to give their answer.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Spring 2019 Recruiting:</th>
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<tbody>
<tr>
<td>on-campus recruiting will begin Monday, January 28th.</td>
<td>employers who offer internship positions to brown students must allow 3 weeks or until February 23rd (whichever is later.)</td>
</tr>
<tr>
<td></td>
<td>employers who make offers for full-time positions must allow students three weeks or until March 23rd (whichever is later)</td>
</tr>
<tr>
<td></td>
<td>any offer, full-time or internship, made after December 31st will follow spring 2018 recruitment deadlines.</td>
</tr>
</tbody>
</table>

| Summer 2019 Internships from previous Internships: Employers offering internships at the end of the summer for subsequent summer start dates | employers must give students until December 22nd for students to make a decision. |

EXPLODING OFFERS

Exploding offers from organizations to students are strictly prohibited. CareerLAB defines an exploding offer as follows: “any offer that has special incentives attached, e.g.: diminishing bonuses and location preferences, etc. for purposes of inducing early acceptance and/ or does not adhere to the timelines stated above.”
If students receive exploding offers (which can be different from an offer with a short deadline) they are to report the situation to Employer Relations immediately (don’t worry – we will keep everything confidential). Once reported, the student is free to act in their own best interest if the employer is unwilling to change the exploding aspect of the offer, since exploding offers are a violation of Brown’s Employer Policies.

**STUDY-ABROAD STUDENTS**

We expect employers to consider students studying abroad equal to students currently on campus. However, all study-abroad students must clearly disclose that they are or will be abroad and not available for an on-campus interview as employers may want to accommodate students differently. CareerLAB will supply employers with appropriate technology to help facilitate video / phone conferencing. Contact Employer Relations if you are selected for a virtual interview and need help with your goals for internship searches while off-campus.

**ACCEPTING OFFERS**

Once an employment offer has been accepted (written OR verbal), 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 indefinitely and students are also barred from returning for recruiting purposes with their professional organizations.

Students who have difficulty making a decision or need more time to consider an offer are strongly encouraged to contact CareerLAB and speak with the Director or a Career Counselor or the Employer Relations team.

**ALCOHOL POLICY**

In accordance with guidelines established by NACE (National Association of Colleges and Employers), there should be no consumption of alcohol by candidates during the recruiting process. Employers should neither offer alcohol to candidates. Any violation should be reported to CareerLAB immediately.

**STUDENT POLICY VIOLATION AND REINSTATEMENT PROCESS**

If a student violates any aspect of Student Policies, s/he will be banned from the campus recruiting program immediately. Under a few circumstances, reinstatement may occur. In order to be reinstated, a student must:

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) Communicating directly with the employer and apologizing
3) Providing a copy of your letter of apology to the CareerLAB Employer Relations office
**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*

Michele Carreiro  
Employer Relations Manager  
401-863-3474 michele_carreiro@brown.edu

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