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](mailto:Emily_Nolan@brown.edu)). By utilizing the recruiting tools provided by CareerLAB, you are agreeing to the Standards of Professional Conduct Pledge. (below)

**STANDARDS OF PROFESSIONAL CONDUCT PLEDGE**

By utilizing the services of CareerLAB and Handshake platform, 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.

*Students that need to cancel less than 48 hours due to illness must provide a doctor’s note from Health Services.*
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>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2019 Recruiting:</strong></td>
<td></td>
</tr>
<tr>
<td>On-campus interviews will begin:</td>
<td></td>
</tr>
<tr>
<td>September 23rd for full-time and internships</td>
<td>Employers who offer full-time or internship positions must allow until November 1st or 3 weeks (whichever is later).</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring 2020 Recruiting:</strong></td>
<td></td>
</tr>
<tr>
<td>On-campus recruiting will begin:</td>
<td></td>
</tr>
<tr>
<td>January 27th for full time and internships</td>
<td>Any offer, full-time or internship, made after December 13th will follow spring 2020 recruitment deadlines.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer 2020 Internships from previous Internships:</strong> Employers offering internships at the end of the summer for subsequent summer start dates</td>
<td>Employers must give students until November 1st for students to make a decision.</td>
</tr>
<tr>
<td><strong>Full-time Offers from Summer Employment</strong></td>
<td>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 1st to make a decision.</td>
</tr>
</tbody>
</table>

**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.”

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). CareerLAB will outline steps to help you negotiate all offers outside of deadlines listed above.
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 meeting your goals for employment opportunities 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.*