EMPLOYER RECRUITMENT POLICIES

CareerLAB provides these guidelines to ensure that you have a smooth recruiting process with Brown University students. We modify our policies each year so please read each item carefully. For the 2021-2022 Academic Year, we have made modifications to support the ongoing and changing recruiting landscape.

The policies described in this document are intended for all organizations who recruit Brown University students. This includes any programming or recruitment activities including, but not limited to: all positions posted in Handshake, all virtual events (career fairs, coffee chats, one-on-ones, Spotlight events), consortiums or conferences Brown students participate in, on-campus interviews, information sessions/workshops, employers-in-residence, resume drops (non-OCR), and student group visits. Our goal at CareerLAB is to ensure that students and organizations engage in fair, honorable recruiting practices.

Employers, student organizations or other departments 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.

Employers using CareerLAB services (including job postings and student interviewing) are required to abide by Brown’s non-discrimination policy. In addition, employers recruiting Brown students through on-campus or other processes are expected to follow the Equal Employment Opportunity guidelines, set out by the NACE Professional Standards for University Relations and Recruiting.

INTERVIEW AND EMPLOYMENT OFFER POLICY

We expect all employers to abide by our Interview and Employment Offer Policies, whether posting opportunities in Handshake or participating in any type of recruiting activity. Allowing candidates enough time to make an informed decision serves the interests of both candidates and employers. Employer deadline decisions must allow students to participate in recruitment activities and permit candidates sufficient time to explore their career options before deciding whether or not to accept offers for internships or full-time employment.
The dates outlined in the following chart offer students a reasonable time frame for acceptances. CareerLAB prohibits any practice that may pressure students in forgoing the entirety of the recruiting cycle. Exploding (i.e., time-limited) and/or high-pressure tactics put enormous pressure on students to make decisions before they have had an opportunity to fully explore opportunities. Any pressure from Employers with high pressure tactics, including but not limited to monetary bonuses or deadlines prior to those stated below is prohibited. **If Employers choose not to follow these policies and deadlines as outlined in this document, then students will act in their best self interest and the employer assumes the risk of a renege.**

All employment offers should be made in good faith. We strongly encourage employers to work with CareerLAB if an offer is to be rescinded or postponed. 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. Reinstatement will only occur if the issue has been thoroughly addressed by our office.

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<tr>
<th>Recruiting: Full-time and Internships</th>
<th>Guidelines</th>
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<tr>
<td><strong>Summer and Fall 2021 Recruiting:</strong></td>
<td>Employers who offer <strong>full-time or internship positions</strong> must allow until November 1st under typical deadlines (i.e.: Summer 2022 start) or 30 days, whichever is later (if start is Jan 2022 or sooner or if there are special circumstances warranting a 30-day-turn-around which has been openly discussed with the candidate). Any offer, <strong>full-time or internship</strong>, made after December 30th will follow spring 2022 recruitment deadlines.</td>
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<td>On-campus events, activities and interviews will be virtual for Fall 2021 and may extend into Spring / Summer 2022, depending on Covid-19 restrictions.</td>
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<td><strong>Summer 2022 Internships from previous Internships and 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>
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<td><strong>Spring 2022 Recruiting (based on Covid-19 restrictions):</strong></td>
<td>Employers who offer <strong>full-time or internship positions</strong> must allow until March 14th or 30 days (whichever is later). Any offer, <strong>full-time or internship</strong>, made after December 30th will follow Spring 2022 recruitment deadlines.</td>
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<td><strong>NEW: Spring 2022 / Summer 2022 recruiting for Summer 2023 Internships or 2023 full-time opportunities.</strong></td>
<td>If Employers are recruiting +12 months in advance of filling an opportunity for internships or jobs, employers must give a reasonable decision-making timeframe for student and follow dates for Fall 2021-2022 policies.</td>
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NEW: Spring 2022 / Summer 2022 recruiting for Summer 2023 Internships or 2023 full-time opportunities.
• **Off-campus / traveling for interviews:** Student’s safety is our priority; we expect employers to take the health and safety of our students and their staff into consideration when scheduling interviews. We ask that if a student is uncomfortable traveling, some of the interviews are conducted virtually and so travel is not required.

• 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.

Exploding Offers and Other Tactics to Incent Early Acceptance:

Any offer made to students must remain “whole” during the consideration period, which include any monetary incentives. 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 or location or job 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 and Employers will assume any risk of reneges. Reinstatement will only occur when CareerLAB determines that the problem has been resolved.

All employers who participate in recruiting will be expected to follow the Offer Policy for both job postings. Employers that violate the “Offer Policy” will be subject to penalties that may include forfeiture of the use of CareerLAB, including on-campus interviewing, participation in career services events, and employer information sessions, for the following academic year.

**CANCELLATION POLICY**

• The Career Fair Fee is refundable if the cancellation is made **at least 14 days** in advance.
• The Interview Rooms fee is refundable if the cancellation is made **at least 14 days** in advance.
• The Information Session Room fee is refundable if made **at least 14 days** in advance.
• The per-semester Registration Fee (for information sessions & interviews) is NONREFUNDABLE, regardless of when any cancellation is made.
• All fees are Non-Refundable once the cancellation deadline has passed.

**ALCOHOL POLICY**

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

**EMAIL POLICY**
CareerLAB does not supply student emails to recruiting organizations or permit mass emails to students. We ask that all Marketing to students is done via the CareerLAB Recruiting newsletter for maximum distribution and fairness to all students.

**Social Consciousness and Exploration**

Brown University CareerLAB supports the exploration of wide and varied careers for students. Brown students, faculty and staff are uncommonly driven by the idea that their work will have an impact in the world. The core mission of Brown — advancing knowledge and discovery, and preparing students to succeed in a complex and changing world — benefits from the presence of an exciting mix of voices and ideas. Brown champions the rights of members of our community to express a full range of ideas. We are a learning community grounded in a commitment to respect for the views of others, even and especially when we disagree. Demonstrations can sometimes happen on campus; here is the outlined / supported ways for our students to demonstrate their voices on campus. If your organization believes there is a chance students may demonstrate on campus, please contact our office prior to your event as we have several resources and tools to ensure everyone remains safe and heard.

**Confidentiality Policy**

All materials received from our students (letters, resumes, transcripts, via email or hard copy) should be shared only with persons at your firm involved with the hiring process. Please do not forward emails or other material from students to others inside or outside your organization.