STUDENT RECRUITMENT GUIDELINES AND POLICIES

The following guidelines, policies, and standards have been established for two primary reasons:

1) To ensure that students have sufficient time to engage in the recruiting process and
2) To prevent students from reneging (to go back on an agreement, promise or contract accepting employment with an organization). Reneging can have unintended consequences for both the student and CareerLAB as it erodes the relationship with the employer and it is impossible to know if future paths will cross. 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 guidelines, policies, and standards in all interactions virtually, 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 of 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. If you have any questions or concerns about employers or the recruiting process, please feel free to reach out to anyone at CareerLAB and/or directly with Employer Relations (recruiting@brown.edu).

By utilizing the recruiting tools (Handshake, info sessions, coffee chats, career fairs, virtual platforms, etc.) provided by CareerLAB, you are agreeing to the Standards of Professional Conduct Pledge (below).

STANDARDS OF PROFESSIONAL CONDUCT

Students who use the services of CareerLAB and the Handshake platform understand that honesty and integrity throughout the personal and professional development and job/internship search process reflects on their character. Students will provide accurate information in all materials and actions in the pursuit of a meaningful personal and professional future.

By engaging with Recruiting and CareerLAB, students will need to acknowledge calls, emails, and invitations for interviews and events and respond appropriately in a timely manner (generally within 24 hours or 48 hours on weekends). Students also need to set up voicemail and check it regularly. Students should also consider their social media imprint and engagement to ensure alignment with personal and professional goals.

CANCELLATION POLICIES

Cancellation Policies:

Students scheduled for interviews or any engagement that is expressly for their benefit (see below) must give 48 hours’ notice to cancel an interview. Contact both CareerLAB (recruiting@brown.edu) AND the employer at a minimum of 48 hours before the scheduled interview. Any student who fails to provide advance notice and does not show up for an interview will be suspended from Handshake and other recruiting programs for 6
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 in advance due to illness must provide a doctor’s note from Health Services and/or substantiate the illness.**

### 1:1s, Coffee Chats and Other Events That Require Pre-Registration (virtual or in-person):

Simply put: if you sign up, show up (specifically for events in which students take a specific appointment time for engagement like 1:1s and coffee chats, etc.). The first no-show violation would result in a warning and a note in their Handshake account; the second no-show violation would result in an immediate one-month suspension from Handshake and any on-campus recruiting activities previously scheduled. Students will also be required to write a note of apology to whomever was affected by the no-show.

**Virtual Expectations:**

Students are expected to act responsibly and professionally both in virtual and in-person settings with employers. Plan ahead to avoid unnecessary delays (such as Wi-Fi connections, time zone confusion, platform compatibility and/or links, etc.) so be sure to test everything in advance, note the meeting time, and have a way to email or text your contact person in case you have a last-minute crash. Also, Zoom/virtual fatigue is real. Pace yourself with activities and cancel 24 hours in advance if plans change (see details on consequences below).

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### EMPLOYMENT OFFERS TIMETABLE

*Recruiting for Fall 2022 / Spring 2023 is now open*

**OFFERS FOR OPPORTUNITIES BEGINNING IN 2023**

- Employers are asked to follow the timeline below for Brown students. We strongly encourage employers to permit students to participate in recruitment activities and allow student candidates sufficient time to explore their career options before deciding whether or not to accept offers for internships or full-time employment that begin in 2023. After October 7, 4-weeks or a decision window mutually agreeable between the student and employer, are acceptable. Employers are asked to consider requests for additional flexibility on a case by case basis.

<table>
<thead>
<tr>
<th>Date/Timing of Offer:</th>
<th>Acceptance Deadline:</th>
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<tbody>
<tr>
<td>Full-time or Intern offer extended <strong>prior to October 6, 2022</strong></td>
<td><strong>November 4, 2022</strong></td>
</tr>
<tr>
<td>Full-time or Intern offer extended <strong>October 7, 2022 or later</strong></td>
<td><strong>4 weeks from Date of Offer</strong> or a decision window mutually agreeable between the student and employer</td>
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**Off-campus / traveling for interviews:** Student safety is our priority; We expect employers to take the health and safety of our students into consideration when scheduling interviews and offer a virtual option, if requested.
• It must be clearly communicated to the student at all times that he/she/they should feel comfortable speaking up about any **scheduling conflicts**. We recommend employers to provide **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**

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.

**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 program. Privileges to access services at CareerLAB will be suspended indefinitely and students will also be barred from returning for recruiting purposes with their professional organizations.

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

**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 not 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 the Student Policies, they will be blocked from the campus recruiting
program (including Handshake) immediately. Students will either be suspended or banned indefinitely from Handshake. Under a few circumstances, reinstatement may occur. In order to be reinstated, a student must:

1) Meet with the CareerLAB Associate Director and determine that there was an acceptable reason for violating Student Policy.
2) Communicate directly with the employer and apologize.
3) Provide a copy of your letter of apology to the CareerLAB Employer Relations office.

A GUIDE FOR THOUGHTFUL EXPLORATION AND CONSIDERATION OF OPPORTUNITIES

CareerLAB and Brown University provide a wide variety of employment opportunities through multiple channels to engage students. CareerLAB recognizes that not all opportunities will be the right fit for all students. Fit is when there is a high degree of compatibility between the student’s values and abilities and the job requirements and employer's values. It is important that any student recruited into an organization can function effectively within its culture. Personal job fit means how well interests and abilities line up with the responsibilities and activities of a particular position within a company. Organization fit relates to your own level of comfort with an organizational culture. Both types of fit are important to long-term satisfaction. Not all opportunities will be the right fit even if you possess the skills and abilities to do the work. Students are encouraged to not only explore internship and full-time opportunities by evaluating the position and its requirements, but also their own fit within that organization. Students are equally encouraged to carefully consider and explore their own values, goals and work/life expectations before agreeing to an opportunity.

To start to explore your own fit within organizations, consider the following questions:

- What type of culture do you thrive in? (Is there evidence of that type of culture in this opportunity?)
- What values are you drawn to and what’s your ideal workplace? (Is that reflected in this organization?)
- Why do you want to work at the organization you’re considering? (Look beyond the organization’s brand name and marketplace status).

Answers to these questions should help start the exploration process of the best fit for you. Resist the temptation to agree to an opportunity just to end the search process. Feelings of belonging at any organization will support personal productivity and overall job satisfaction, so it is important to explore this aspect as you consider opportunities.
Questions? Concerns? Need Help? Please Contact Employer Relations:

Emily Nolan | Associate Director, Employer Relations

Contact for: studying abroad help; assistance with employers / recruiters during recruiting process, offer reviews; general questions about opportunities.

Telephone: 401-863-5941. | Email: emily_nolan@brown.edu