

STUDENT RECRUITMENT POLICIES

The following policies and standards have been established for two main reasons:

1) To ensure that students have sufficient time to engage in the recruiting process and 2) To prevent students from renegeing (to go back on an agreement, promise or contract accepting employment with an organization). Renegeing hurts the student's future opportunities and severely compromises the relationship both they and CareerLAB has with the 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 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; any questions or concerns about employers or the recruiting process, please feel free to reach out to anyone at CareerLAB and especially Emily Nolan, Associate Director of Employer Relations (Emily_Nolan@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)

VIRTUAL BEHAVIOR DURING COVID:

We expect students to be responsible, professional and attentive to their recruiting activities with employers. We recognize things CAN go wrong (Wi-Fi, time zone confusion, broken links, etc.) so make sure you test links / test connections, know the right time, and have a backup plan (at least a way to email or text your point person) in case you have a last-minute crash. Please don't leave people hanging. Also, zoom / virtual fatigue is real. Pace yourself with activities and cancel 24-48 hours in advance if you decide not to make events (see details on consequences 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.

VIRTUAL AND IN-PERSON POLICIES

Virtual Interviews:

Students scheduled for a virtual interview (either in Handshake (OCI Interviews) or other platforms) must give 48 hours' notice to cancel an interview. Contact both CareerLAB (Employer_Relations@brown.edu) AND the employer at minimum 48 hours before the scheduled interview. *Any student who fails to provide advance notice or who does not show up for an interview will be suspended from Handshake and various recruiting program for 6 months.* 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 and / or substantiate the illness, if possible.**

Virtual 1:1s, Coffee Chats and other events that require a sign up:

Students scheduled for virtual 1:1s or coffee chat slots (or events that are limited to those who sign up) who need to cancel are required to do so **within 12-24 hours**. It is expected that students that take a slot are required to show up at the designated meeting time as virtual meetings are treated just as in-person meetings and interviews. We recommend that students review their calendars at least 12-24 hours in advance and cancel any appointments that they cannot attend. First violation would be a warning; second violation would result in an immediate one-month suspension from Handshake and any on campus recruiting activities previously scheduled. Students will also be required write a note of apology to whomever was affected by the no-show.

EMPLOYMENT OFFERS TIMETABLE

Recruiting: Full-time and Internships	Guidelines
<p>Summer and Fall 2020 Recruiting:</p> <p>Employers can request fall campus dates any time after April 6th 2020 in Handshake.</p> <p>On-campus events, activities and interviews will be virtual for Fall 2020 and may extend into Spring / Summer 2021, depending on Covid-19 restrictions.</p>	<p><u>Special COVID-19 Consideration:</u> Employers who offer full-time or internship positions must allow until November 2nd under typical deadlines (i.e.: Summer 2021 start) or 30 days (if start is Jan 2021 or sooner or if there are special circumstances warranting a 30-day-turn-around which has been openly discussed with the candidate).</p> <p>Any offer, full-time or internship, made after December 30th will follow spring 2021 recruitment deadlines.</p>
<p>Spring 2021 Recruiting (subject to change in November, based on Covid-19 restrictions):</p> <p>Employers can request fall campus dates any time after April 6th, 2020 in Handshake.</p>	<p>Employers who offer full-time or internship positions must allow until March 12th or 3 weeks (whichever is later).</p>

On-campus recruiting will begin: February 1 st for full time and internships if we are able to have employers on campus.	Any offer, full-time or internship , made after December 30 th will follow Spring 2021 recruitment deadlines.
Summer 2021 Internships from previous Internships: Employers offering internships at the end of the summer for subsequent summer start dates	Employers must give students until November 2nd for students to decide.
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 2nd to decide.

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 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 deciding 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, they will be blocked from the campus recruiting program (Handshake) immediately. You will be either benched (for a specific time, depending on the behavior) from Handshake or banned (for eternity) never to return to Handshake. 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 violating Student Policy
- 2) Communicating directly with the employer and apologizing
- 3) Providing a copy of your letter of apology to the CareerLAB Employer Relations office

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 the 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

Michele Carreiro | Employer Relations Manager

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

Telephone: 401-863-3474 | Email: michele_carreiro@brown.edu

401-863-3474



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