

COLGATE UNIVERSITY
CENTER FOR CAREER SERVICES

Recruiting Policies for Employer Partners

As a member of the National Association of Colleges and Employers (NACE), the Center for Career Services adheres to the NACE Principles for Career Services and Employment Professionals. All employers who wish to partner with us will be expected to review and follow all NACE Principles (<http://www.naceweb.org/principles>). To promote professionalism and ensure a positive experience for our students, alumni, and employer partners, and to clarify areas of unique concern, we have adopted supplemental Recruiting Policies that represent our profession's standards and best practices. The following policies apply to all employment organizations participating in the formal recruiting activities at Colgate University which includes on-campus interviews, resume collections/referrals, information sessions, and career/job fairs.

Non-Discrimination Policy

Colgate will not discriminate against any employee or applicant for employment because of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law. Colgate's nondiscrimination policy complies with all current statutory requirements and applies, as required, to admission, employment, and access to all programs, services, and other activities offered by the university.

Employer partners should maintain Equal Employment Opportunity (EEO) compliance, including certification of EEO compliance. Career Services should be notified of an employer partner's exempt status under the Immigration Reform Control Act, Solomon Amendment, or any other statute which might serve to limit the employer partner's ability to comply with Colgate's policy.

Outreach

Employer partners should coordinate all outreach and marketing activities through the Center for Career Services. This includes any form of communication to student organizations, affinity group advisors, or faculty/administrators. Mass e-mails are not permitted by Colgate University.

Résumé Collection

Employer partners receiving résumés through our Résumé Collection program should respond to candidates they intend to advance in the recruitment process, within three weeks of the résumé collection deadline.

Interview Scheduling

The Center for Career Services does not permit employers to schedule interviews during reading or final exam periods. Employers offering second-round interviews should provide at least two dates—without negative consequence to the candidacy of the applicant—so that candidates do not miss exams or previously scheduled first-round interviews.

Employer Representatives

Recruiters should be trained in professional interviewing standards and protocols and exhibit professionalism at all times. We require that recruiters refrain from what might be interpreted as offensive or inappropriate behavior. Alumni and other individuals representing an employer are acting in an "official capacity" for their organization when recruiting at Colgate. To avoid the perception of bias, we recommend that alumni who are within two years of their graduation not interview candidates on campus.

Alcohol

Use of alcohol by candidates as part of the recruitment process, on or off campus, is strictly prohibited.

Compliance with Colgate Policies

While on campus, employer partner personnel must comply with all applicable Colgate policies, procedures and directives.

Testing

All tests used as part of the hiring process must be a valid measure of employability and must be compliant with EEOC standards, and testing procedures must comply with the Americans with Disabilities Act (ADA). Information on testing practices should be shared with Career Services. Employer partners must notify students of testing at least two full days in advance, so that students who require accommodations may make arrangements.

Job Offer Policy

Since informed decisions benefit both our students and employer partners, students must be given ample time to complete their job searches prior to making decisions regarding job offers. The following deadlines are REQUIRED:

<i>Offer Type</i>	<i>Deadline for Student's Decision on Offer</i>
Entry-level offer extended to a former intern.....	November 1 or 2 weeks after written offer; whichever is later
Fall entry-level employment offer	November 1 or 2 weeks after written offer; whichever is later
Spring entry-level employment offer	March 15 or 2 weeks after written offer; whichever is later
Internship offer	March 15 or 2 weeks after written offer; whichever is later

Exploding Offers

It is against our policy for employers to make employment offers that include undue time pressure for acceptance of offers, or that encourage the revocation of another employment offer. **Exploding offers are strictly prohibited.** We define an exploding offer as any offer that does not adhere to our job offer policy stated above and/or that has special incentives attached for early acceptance, including signing bonuses. Employer partners must refrain from any practice that improperly influences and affects job offer acceptances.

Rescinded/Deferred Job Offers

Employers needing to rescind or defer employment offers should review the NACE Position Statement on Rescinded and Deferred Employment Offers (<http://www.nacweb.org/principles/Positionstate.pdf>). Employer partners should contact Career Services and the candidate as soon as possible.

Policy Changes & Updates

These policies will be reviewed annually and may be subject to change at Colgate University's discretion. Where reasonably practicable, prior to revising this document, employer feedback will be sought and considered. Employer partners will be notified of revisions and of when they will be applicable.

Accountability

The Center for Career Services reserves the right to suspend an employer organization's privilege to recruit at Colgate University for any reason, including failure to abide by our policies.

I have read and agree that my organization will comply with, Colgate University's Center for Career Services Recruiting Policies.

Employer Partner Organization

Division

Signature of Authorized Employer Representative

Printed Name

Title of Authorized Employer Representative

Date

In order to secure recruiting arrangements, please fax or mail a signed copy of this policy to:

Keith Watkins, Recruiting Coordinator
Center for Career Services
Colgate University
13 Oak Drive
Hamilton, NY 13346
Fax: 315.228.7178

Revised 1/08

Data Entered by _____ on _____
Digitally Filed by _____ on _____