To ensure a positive, fair, and equitable experience for our students and employers, the Center for Career Services [Career Services] adheres to the NACE Principles for Career Services and Employment Professionals (http://www.naceweb.org/principles). All employers who partner with us will be expected to follow these principles and the following Colgate-specific policies when engaging in any on-campus recruiting activities or résumé collections. All recruiting services will be provided to employers free of charge.

**Non-Discrimination Policy**
Colgate University will not discriminate against any employee or employment applicant because of race, color, sex, pregnancy, religion, national origin, disability, age, marital status, sexual orientation and gender identity, protected veteran status, genetic information, victim of domestic violence and stalking, familial status, and all other categories protected by law.

Employers should adhere to Equal Employment Opportunity (EEO) guidelines. Career Services should be notified of any relevant statutory exemption that limits the employer’s ability to comply with Colgate’s policy.

Per NACE standards, the selection of candidates is the responsibility of the employer. Career Services cannot recommend specific candidates for employment.

**Outreach**
As a benefit of this partnership, Career Services will orchestrate student outreach on behalf of our employers. Communication to student organizations, staff advisors, or faculty/administrators should be coordinated through Career Services.

**Candidate Notification**
Employers receiving résumés through on-campus recruiting or résumé collects should respond to all candidates in a timely manner. The recommended timeline is no later than three weeks after the submission deadline.

**Interview Scheduling**
All on-campus interview schedules will be coordinated through Career Services. It is recommended that employers offering second-round interviews on or off campus provide at least two dates—without negative consequence to the applicant—to accommodate students’ academic schedules.

**Employer Representatives**
Any representative of an employer should exhibit professionalism and refrain from any offensive or inappropriate behavior while interacting with Colgate University students. This includes direct recruiting interactions, as well as “after hours” engagement as an employer representative. Interviewers should be trained by their employer in interviewing standards and protocols. The signatory of this document is responsible for all actions of their representatives throughout the recruiting process.

To avoid the perception of bias, we recommend that alumni within two years of their graduation are accompanied by a senior representative.
Alcohol
Use of alcohol as part of the recruitment process is prohibited.

Testing
All required testing in a hiring process must be a valid measure of employability. Testing must be compliant with EEOC standards and the Americans with Disabilities Act (ADA). If testing will be utilized to screen candidates, employers should share this information with Career Services. Students should be notified at least two full days in advance of testing to provide those who require accommodations time to make arrangements.

Job Offer Policy
Since informed decision-making benefits both our students and employers, employers should provide full written details of employment when extending the offer. Employers are required to allow students at least one week to consider a written offer; two weeks is preferable. Exploding offers are strictly prohibited. We define an exploding offer as one that includes undue time pressure for acceptance. Students should not be offered special incentives for early acceptance.

Rescinded/Deferred or Reneged Job Offers
Employers needing to rescind or defer employment offers should first speak with Career Services before communicating with the candidate. Employer representatives should not encourage a student to renege on another accepted employment offer, as this will result in the suspension of the student’s ability to utilize Colgate University’s recruiting services. If a student reneges on an offer extended by an employer, employers should notify Career Services immediately.

I have read and agree that my employer will comply with these policies. I understand that this agreement will be valid through June 30, 2019.

Employer ________________  Division ________________
Representative ________________  Title ________________

Please complete this form, save for your records, and return to colgaterecruiting@colgate.edu.