

## Employer Recruiting Policies

Thank you for your interest in recruiting Meredith College student, graduates, and alumni/ae for positions in your organization. The following policies and guidelines apply to all employers offering part-time, full-time, internship or co-op opportunities for Meredith College students and alumni/ae.

**The Office of Career Planning at Meredith College requires recruiting employers to adhere to the [Principles for Professional Practice](#) taken from the National Association of Colleges and Employers (NACE).**

**The Office of Career Planning at Meredith College has the following policies in place when employers post positions, host on-campus recruiting, and when offering registration for career events:**

1. The employer must abide by the [Principles for Professional Conduct for Career Services & Employment Professionals](#) as established by the National Association of Colleges and Employers (NACE). Internship postings must follow the criteria outlined in the following [NACE position paper](#).
2. If it is a paid position, the hourly compensation pay must be at least the federal minimum wage.
3. The employer has to provide the necessary information needed to post a position vacancy (organization name, products or services, compensation, a full job description with organizational contact information, etc.).
4. If an employer or organization is interested in posting a part-time position, direction will be provided to the Office of Financial Assistance at Meredith. All part-time babysitting, tutoring, pet-sitting, house-sitting and other part-time jobs are posted through this office. The Office of Career Planning posts all career-related full-time jobs and internships.
5. Full disclosure of the employment opportunity to students and the Office of Career Planning is required.
6. Third Party Recruiters must represent specific employers who have contracted with them and disclose to Office of Career Planning the names of the represented employers.
7. Job vacancies are listed for 60 days, but employers may request a continual listing. If no one has been hired at the end of 60 days, the Office of Career Planning may repost the position(s) at the employer's request for an additional 45 days. Internship opportunities will be listed for appropriate periods, which will be based on semester deadlines. All vacancies are listed online using CareerLink powered by Handshake, our online career management system .
8. The Office of Career Planning reserves the right to deny any request to list a position.
9. Employers must comply with all state and federal Equal Employment Opportunity Laws.

**The Office of Career Planning will not post a position or provide on-campus recruiting, an information table or career event if:**

1. The employment opportunity involves on-campus solicitation, sale, or posting of materials, products or services.
2. The student must pay a nonrefundable fee to participate in a work experience or pay any type of fee for training.
3. The student is required to purchase or rent any type of sales kit or presentation supplies.
4. The work assignment interferes with or negatively affects the academic progress of the student, or requires/encourages a student to discontinue her academic program of study.

Employer information tables may be scheduled through the Office of Career Planning staff for appropriate locations on campus. Tables may only be placed in areas designated by College policies. Information tables are to attract students to the display, information you provide, and to your representatives. Organizational representatives are not to approach students moving through the building(s) who do not overtly show interest in the information. Any organization which does not abide by these policies will be asked to cease and desist. Any further violation will result in the cancellation of the current and any consideration of all future information tables and any other on-campus recruitment activity.

**RESUME REFERRALS**

Employers may search for candidates based on selection criteria (academic major, degree, graduation date, required qualifications, etc.) through the CareerLink powered by Handshake job posting system. Employers may directly contact these students and alumnae that have given employers permission to view their credentials.

NOTE: Third party employers are not given access to the resume referral process.

**ON-CAMPUS INTERVIEWING**

Employers recruiting for current or projected full-time, part-time, co-op, or internship positions can schedule on-campus interviews with students and/or recent alumni. Interviews range in length from 30 to 45 minutes and are held in designated interviewing rooms on campus. The interview date and space reservations must be made at least three weeks in advance. Pre-screening of candidates is available. Employers arranging their own interview schedules may request a “room only” to interview. Third party recruiters may not participate in on-campus interviews unless they are recruiting for current or projected full-time permanent positions, co-op experiences, or internships within their organization. Meredith College students and alumnae that participate in recruiting activities are governed by the following on campus recruiting policies.



## **JOB/CAREER FAIRS**

The Office of Career Planning sponsors [job/career fairs](#). Employer representatives participating in job/career fairs should arrive at the specified time and location designated by the coordinator of the event.

## **EMPLOYER OFFERS**

The Office of Career Planning allows students adequate time to carefully consider their employment opportunities and to make informed decisions. We educate students on evaluating and negotiating job offers and discourage them from hasty decisions that may lead to renegeing.

Career Planning supports the following principles, as stated in “Exploding Offers: Principles for Professional Conduct Committee Position Paper” published by NACE.

- If offers are extended early in the campus recruiting cycle, the Committee recommends that employers (1) provide students a minimum of three weeks to decide and not require decisions earlier than six months prior to the candidates graduation; and (2) provide students the opportunity to request deadline extensions to allow a reasonable period for investigation of other recruiting opportunities for comparison. However, we recognize that the definitions of “sufficient time” and “reasonable period” will vary, given industry standards, a student’s prior experience with the employer, timing of the offer, and proximity to the graduation date/start time.
- Providing sufficient time for students to evaluate the employment opportunities offered to them allows them to make the wisest decisions for all concerned, creating a positive experience for candidates and employers, and ultimately reducing renege and attrition rates.



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