



## Employer Recruiting Policies

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CareerLAB provides these guidelines to ensure that you have a smooth recruiting process with Brown University students. **We have modified our policies this year so please read each item carefully.**

The policies described in this document are intended for all organizations affiliated with Brown University's campus and intending to recruit Brown University students. Affiliation is defined as **any** programming or recruitment activities including, but not limited to: on- or off-campus interviews, information sessions/workshops, career fairs, and employers-in-residence, resume drops (non-OCR), student group visits. Our goal at the CareerLAB is to ensure students and organizations engage in fair, honorable recruiting practices. We have designed a recruiting calendar to help minimize conflict and situations while allowing students to engage fully in the recruiting process across the academic year.

Organizations should keep CareerLAB Employer Relations informed of all on-campus and off-campus marketing, outreach, and programming involving Brown students. This is the best way to optimize your marketing strategy and timing, while avoiding scheduling problems and/or conflicts with our campus recruiting policies.

### NON-DISCRIMINATION POLICY

The federal government prohibits higher education institutions from discriminating on the basis of race, color, or national origin (Title VI, Civil Rights Act of 1964); gender (Title IX, Education Amendments of 1972); or disability, veteran status, or age (Americans with Disabilities Act of 1990). Brown University's non-discrimination policy is consistent with the law and includes additional protected categories:

*Brown University does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or gender expression in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school administered programs.*

### INTERVIEW AND EMPLOYMENT OFFER POLICY

Whether posting opportunities in Handshake or participating in on- or off-campus recruiting, we expect all employers to abide by our Interview and Employment Offer Policies. Allowing candidates enough time to make an informed decision serves the interests of both candidates and employers. We ask employers to allow students to participate in recruitment activities and give candidates sufficient time to explore their career options before deciding to accept offers for internships or full-time employment.

The dates below outline a reasonable time frame to allow students to explore opportunities. CareerLAB prohibits any practice that may pressure students in forgoing the entirety of the recruiting cycle. Exploding (i.e., time-limited) and / or high-pressure tactics put enormous pressure on students to make decisions before they have had an opportunity to fully explore opportunities. Any pressure from Employers with high pressure tactics, including but not limited to monetary bonuses that expire prior to the decision deadline or deadlines prior to those stated below is prohibited. If Employers choose not to follow these policies as outlined in this document, Brown University's CareerLAB will not enforce Student Policies and the employer assumes any risk of a renege.

All employment offers should be made in good faith. We strongly encourage employers to work with us if an offer is to be rescinded. Employers who rescind an employment offer without just cause will be immediately suspended from recruiting activities at Brown University. Reinstatement will only occur if the issue has been thoroughly addressed by our office.

Recruiting: Full-time and Internships	Guidelines
<p><b>Fall 2018 Recruiting:</b></p> <p>Employers can request fall campus dates any time after May 1<sup>st</sup> 2018 in Handshake.</p> <p>On-campus interviews will begin:</p> <p>September 24<sup>th</sup> for <b>full-time and internships</b></p>	<p>Employers who offer <b>Full-time positions</b> must allow 3 weeks or until November 30<sup>th</sup> (whichever is later).</p> <p>Employers who offer <b>internship positions</b> to Brown students must allow 3 weeks or until Dec. 21<sup>st</sup> (whichever is later.)</p> <p>Any offer, <b>full-time or internship</b>, made after December 31<sup>st</sup> will follow spring 2019 recruitment deadlines.</p>
<p><b>Spring 2019 Recruiting:</b></p> <p>Employers can post opportunities any time after Monday, November 26<sup>th</sup>. On-campus recruiting will begin Monday, January 28<sup>th</sup>.</p>	<p>Employers who offer <b>internship positions</b> to Brown students must allow 3 weeks or until February 22<sup>nd</sup> (whichever is later.)</p> <p>Employers who make offers for <b>full-time positions</b> must allow students three weeks or until March 25<sup>th</sup> (whichever is later)</p> <p>Any offer, <b>full-time or internship</b>, made after December 31<sup>st</sup> will follow spring 2019 recruitment deadlines.</p>
<p><b>Summer 2019 Internships from previous Internships:</b> Employers offering internships at the end of the summer for subsequent summer start dates</p>	<p>Employers must give students until December 21<sup>st</sup> for students to make a decision.</p>
<p><b>Full-time Offers from Summer Employment</b></p>	<p>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 October 31<sup>st</sup> to make a decision.</p>

- **Students studying abroad should get the same consideration from employers as students on campus.** We are happy to work with any employer that would like to conduct a phone or video interview in our space. We would also be happy to set up alternate interview time for any employers wishing to return to campus.
- It must be clearly communicated to the student at all times that he/she should feel comfortable speaking up about any **scheduling conflicts**. Employers must offer **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.

**Any offer made to students must remain whole, including any monetary incentives. Exploding offers are strictly prohibited. CareerLAB defines an exploding offer as: Any offer that does not adhere to the policy stated above and/or that has special incentives attached, such as a diminishing bonuses and location or job preferences, for purposes of inducing early acceptance.** Employers violating this policy will be immediately suspended from recruiting activities at Brown University for at least one year and Employers will assume any risk of renegees. Reinstatement will only occur when CareerLAB determines the problem has been resolved.

All employers who participate in recruiting will be expected to follow the Offer Policy for both job postings with on-campus interviews as well as postings with off-campus interviews. Employers that violate the “Offer Policy” will be subject to penalties.

## CANCELLATION POLICY

- The Career Fair Fee is refundable if the cancellation is made **at least 14 days** in advance
- The Interview Rooms fee is refundable if the cancellation is made **at least 14 days** in advance.
- The Information Session Room fee is refundable if made **at least 14 day** in advance.
- The per-semester Registration Fee (for information sessions & interviews) is **NONREFUNDABLE**, regardless of when any cancellation is made.
- All fees are Non-Refundable once the cancellation deadline has passed.

## ALCOHOL POLICY

In accordance with guidelines established by NACE (National Association of Colleges and Employers), there should be no consumption by candidates in the interview or recruiting process or at events associated with full-time or internship opportunities, either on- or off-campus. Employers should neither offer alcohol to candidates nor expect that candidates will consume alcohol.

## EMAIL POLICY

CareerLAB cannot send mass emails to students. We strongly recommend that all opportunities, including off-site events that require registration are posted in Handshake as an **EVENT**.

## REPORT HIRING DATA

We ask organizations who recruit Brown students to inform us of all full-time and internship offers extended to students in order to ensure we maintain accurate statistics regarding student employment.

## CONFIDENTIALITY POLICY

All materials received from our students (letters, resumes, transcripts, via email or hard copy) should be shared only with persons at your firm involved with the hiring process. Please do not forward emails or other material from students to others inside or outside your organization.