

Campus Recruiting Policies and Procedures

The Kevin S. and Sandra E. Delbridge Career Center adheres to the NACE Principles for Professional Practice for Career Services and Employment Professionals and expects employers to do the same. [These principles are available on the National Association of Colleges and Employers website.](#)

Employers are expected to maintain a positive, collaborative working relationship with Delbridge Career Center staff. That includes cooperation with policies and procedures, meeting necessary deadlines to ensure smooth operation of on-campus interview visits, providing the job/company information and data requested, providing hire data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA). Employers that violate FERPA regulations will lose access to Career Center services for five years, as stated in the regulations.

All employer representatives are expected to support Career Center policies in all interactions with students. Of course, the management team welcomes employer feedback and input on those policies at any time.

Employers that are unable to comply with these policies may wish to use other recruiting resources, such as commercial job boards or third-party agencies.

This document contains information on the following topics:

- Delbridge Career Center's Service Guidelines
- Job Postings
- Resume Access
- On-Campus Recruiting / Interview Scheduling
- Offer Deadlines
- Transcripts /Academic Standing Verification / Work Authorization
- Student Privacy Issues
- Legal Notes for Employers

DELBRIDGE CAREER CENTER'S SERVICE GUIDELINES

1. The Career Center reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice or any Career Center policy.
2. The Career Center works with third parties only under limited circumstances, which are outlined in detail in the Third-Party Policy statement.
3. The Career Center reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if student complaints are received about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.
4. Employers without an operational website cannot be served until there is a website operational. Our staff will review the employer's website for appropriateness. Employers must have an EID number prior to initiating any hiring.

5. No services will be provided to any employer requiring upfront payment of any kind or the purchase of products or work equipment/tools (with the possible exception of safety equipment such as steel-toed boots).
6. Employers seeking to host interns must complete the Career Center's Site Internship Registration form and Handshake registration prior to receiving any service. Career Center employers are expected to abide by the policies outlined in this form.
7. In the event that an intern experiences any harassment or actual or potential harm at the workplace, the employer's recruiting privileges will be suspended pending a resolution of the situation that is satisfactory to the Career Center.
8. The Career Center does not recommend or select candidates for employers.
9. Your account as an employer provides you a limited, terminable right to access and use our Handshake platform only for your internal business use to seek candidates for employment and scheduling interviews.

JOB POSTINGS

- Job postings must be actual, current openings for internships, and/or traditional, W-2 or 1099 full-or part-time employees.
- Your job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.
- The Career Center will review the employer's website and each job description (whether a job listing or for an on-campus interview) for appropriateness.
- Intern employers should clearly specify the nature of any housing or relocation assistance in any interview information, posted job listings, and company profile.
- Job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.
- Job postings or e-mail may not be used to post false, inaccurate, or misleading information.

RESUME ACCESS

- Home-based businesses will not be given account access or forwarded resumes.
- Resumes will not be sent to personal e-mail accounts.
- The Career Center does not send resumes or give any employer passwords to corporate "student ambassadors" or "student campus recruiters." It is a violation of professional standards to provide a student's resume to a fellow student for review and decision-making.

ON-CAMPUS RECRUITING / INTERVIEW SCHEDULING

- Cancellations: Employers that cancel interview schedules once the student sign-up window has opened are responsible for contacting students who were invited to interview to inform them of the cancellation.
- Missed Deadlines: The Career Center will make repeated efforts to contact employers who miss on-campus recruiting deadlines. However, should the employer fail to acknowledge reminder calls or e-mails, the Career Center reserves the right to determine whether to change the schedule from pre-select to qualified open or to cancel the interview schedule.
- Schedule Issues: The Career Center will make every effort to customize interview schedules to accommodate recruiters' needs; similarly, the Career Center will make every effort to ensure that only students who match the employer's stated qualifications and work authorization are able to interview. Employers who decide to remove individuals from interview schedules are responsible for notifying those candidates and explaining why they were removed.
- Schedule Timing: Employers should consider travel implications before interview schedules are finalized—or at least before student sign-up begins—to minimize conflicts on the interview date. The Career Center will gladly accommodate employers' schedule preferences when stated in advance.

OFFER DEADLINES

Employers making an employment offer to a Western New England University student are referred first to the NACE position on Reasonable Offer Deadline Guidelines. Efforts should be made on the part of the employer to give students adequate time to fully consider an offer of an internship or full-time employment. Likewise, students are coached on the importance of fully evaluating an offer, and avoiding declining an offer after accept whenever possible.

It is highly recommended that employers offering full-time positions to current/previous summer interns give students until November 1 to accept/decline the offer. The same timeframe to accept/decline applies to students who have completed a summer internship and have been asked to return as an intern again for the following term. It is permissible to offer incentives to students who accept a full-time position in advance of these dates. The Delbridge Career Center also prefers that full-time and internship offers extended as a participant in on-campus interviews remain open for a period of three weeks.

We discourage employers from using practices that would improperly induce early acceptances any time of the year. Specifically, we expect that any employer that makes use of Delbridge Career Center will abide by these offer guidelines.

TRANSCRIPTS /ACADEMIC STANDING VERIFICATION / WORK AUTHORIZATION

- The Career Center discourages employers from requesting that students provide official transcripts at the initial interview. The fee for processing official transcript requests can present a financial burden to students who actively participate in interviewing. Employers that simply want to see courses completed can do so by requesting an “unofficial” transcript which students can download at no charge.

STUDENT PRIVACY ISSUES

- Photos or videos should not be used as part of the selection process. Exceptions will be made for use of video conference facilities on campus for those employers unable to conduct on-campus interviews.
- Social security numbers should not be used during the hiring process.

LEGAL NOTES FOR EMPLOYERS

- The Family Education Rights and Privacy Act (FERPA) requires signed written consent from a student prior to the disclosure of personally identifiable information from education records by an educational institution.
- Employers should know that re-disclosure of student information is prohibited. In other words, employers who receive students’ resumes and educational information may use it only for the original purpose for which disclosure was granted. Thus, employers may not transmit (or re-disclose) student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly re-discloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.
- Prior to signing “hold harmless” agreements, candidates are strongly encouraged to have all “hold harmless” agreements reviewed by appropriate legal counsel.

The Kevin S. and Sandra E. Delbridge Career Center is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. We expect all employers to comply with U.S. and MA employment laws and we recommend including an EEO statement with all job descriptions.