

Principles for Professional Practice: for Employment Professionals

As professionals, we must...

Promote principles of professional conduct and encourage acceptance throughout the employing organization

Support Career Services guidelines for an open and free selection of employment opportunities

Maintain a recruitment process which is fair, equitable, and accessible to all

Support informed and responsible decision-making by candidates

Employment professionals shall refrain from any practice that improperly influences and affects job acceptances

Knowledge

Have knowledge of the recruitment and career development field, the industry, and your employing organization

Adhere to accepted recruiting, interviewing, and selection techniques

Accurate Information and Confidentiality

Provide students with information on your opportunities and organization

Ensure all representatives are appropriately educated

Take responsibility for information supplied and commitments made by all representatives

Compliance

Serving alcohol should not be part of the recruitment process on or off campus for undergraduate students or minors

EEO

Maintain EEO compliance and follow affirmative action principles that include

Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability

Review selection criteria for adverse impact

Avoid use of inquiries that are unacceptable by EEO standards

Develop a sensitivity to, and awareness of, cultural differences and the diversity of the workforce

Inform campus constituencies of special activities to achieve affirmative action goals

Investigate complaints by the Career Services office and seek resolution

Testing

Only qualified professionals shall evaluate or interpret tests

Inform students of the availability, purpose and disclosure policies

Fees

When using organizations that provide services for a fee, advise Career Services of the relationship and the positions the organization was contracted to fill

Confidentiality

Maintain confidentiality of student information ensuring no disclosure without prior written consent, unless necessitated by health or safety considerations

Principles for Professional Practice: for Career Service Professionals

As professionals, we must....

Promote principles of professional conduct and encourage acceptance throughout the educational institution, responding to reports of non-compliance
Maintain an open and free selection of employment opportunities
Maintain a recruitment process which is fair, equitable, and accessible to all
Support informed and responsible decision-making by candidates

Knowledge

Without imposing personal values or biases, assist individuals in developing a career plan or career decisions with knowledge of:

Career services field
The students they serve
Educational institutions
Counseling skills

Ensure students understand their obligations in the recruitment process and establish mechanisms to encourage their compliance

Accurate Information and Confidentiality

Provide students with information on opportunities and employers
Provide employers with information about the institution, its students and the Career Services recruitment policies
Any disclosure of student information shall be with the prior written consent of the student, unless necessitated by health or safety considerations

Consistent Services

Provide services to all students, including international students, consistent with U.S. immigration laws
Provide comparable services to all employers
Establish reasonable and fair guidelines for access to services by employers
When guidelines permit access to organizations recruiting on behalf of an employer and to international employers, these principles apply:
Organizations providing recruiting services for a fee may be asked to inform career services of the specific employer they represent
Employers recruiting for work outside the U.S. are expected to adhere to the EEO policy and U.S. labor law policies of the career services office

EEO

Maintain EEO compliance and follow affirmative action principles that include:
Notify employers of selection procedures which appear to have an adverse impact on a protected classification
Assist recruiters in accessing protected groups on campus
Inform protected groups about employment opportunities
Develop awareness of, sensitivity to, cultural differences and diversity of students, providing responsive services
Provide referral services which do not exclude any eligible students
Respond to complaints of EEO non-compliance, work to resolve complaints and, if necessary, refer to appropriate department of agency on campus

Testing

Only qualified professionals shall evaluate and interpret tests
Students should be informed of the availability, purpose and disclosure policies

Fees

If charging of fees is necessary, such fees shall be appropriate and shall not hinder student or employer access