

The Office of Career Development at Carlow University follows the guidelines set forth by the National Association of Colleges and Employers (NACE) in Principles for Professional Conduct for Career Services & Employment Professionals. Specifically, the Office of Career Development maintains the following policies:

### **EQUAL EMPLOYMENT OPPORTUNITIES**

Employers recruiting anywhere on campus will be expected to maintain EEO compliance and follow affirmative action principles in recruitment activities. Employers should consider all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and provide reasonable accommodations upon request.

The Office of Career Development will:

- 1) Notify employing organizations of any selection procedures that appear to have an adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
- 2) Assist recruiters in accessing certain groups on campus to provide a more inclusive applicant pool;
- 3) Respond to complaints of EEO noncompliance, working to resolve such complaints with the recruiter or employer organization, and if necessary, refer such complaints to the appropriate campus department or agency.

### **THIRD PARTY RECRUITERS**

Organizations providing recruiting services for a fee will be required to inform the Office of Career Development of the specific employer they represent and the specific jobs for which they are recruiting, and will permit verification of the information. Any disclosure of student information outside of the third-party recruiting organization and the company they are representing will be with prior consent of the student. Third-party recruiters will disclose to students the name(s) of the client(s) to whom the students' credentials will be disclosed. Third-party recruiters that charge fees to students will not be permitted access to Career Development facilities.

### **TESTING**

Career Development facilities are to be used by employers primarily for the purpose of interviewing students or alumni from Carlow University. We can schedule rooms on campus for pre-employment testing. If other facilities (i.e. rooms at an off-campus facility) are necessary, employers must make their own arrangements. The Carlow University Office of Career Development name must not be used as a sponsor of the recruiting event unless given prior consent. All employers administering pre-employment tests during a recruiting visit must specify the test(s) to be administered and release Carlow University Office of Career Development of any and all liability associated with pre-employment testing.

### **THE OFFICE OF CAREER DEVELOPMENT MAY RESTRICT ACCESS OF RECRUITING ACTIVITIES TO:**

- 1) Employing organizations that improperly influence and affect job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragements of revocation of another employment offer.
- 2) Employing organizations that do not supply accurate information about their organization, employment opportunities, and compensation packages. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
- 3) Employing organizations that do not provide the Office of Career Development with appropriate permanent contact information.
- 4) Employing organizations that require an investment on the part of students to participate in an internship or full-time permanent position (e.g. the purchase of a demonstration package or payment for a required training program).
- 5) Employing organizations that serve alcohol as part of the recruitment process.
- 6) Employing organizations that do not maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities. Appropriate recruiting activities include the following:
  - a. Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
  - b. Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
  - c. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
  - d. Investigating complaints forwarded by the Office of Career Development regarding EEO noncompliance and seeking resolution of such complaints.
- 7) Employing organizations that do not maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
- 8) Employing organizations engaged in administering, evaluating, and interpreting assessment tools, tests, and technology without informing the Office of Career Development of these tests.
- 9) Employing organizations that do not cooperate with the policies and procedures of the Office of Career Development or honor scheduling arrangements and recruitment commitments.

## **SEXUAL HARASSMENT**

A prospective or current employee or intern with an employing organization is entitled to an environment free of harassment. All claims of harassment or inappropriate questions/behavior will be investigated. We reserve the right to restrict access to facilities/interviewing privileges if a representative is in violation of these standards.

Sexual Harassment has been defined by the U.S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is a condition for employment, promotion, grades, or academic status;
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting an individual;
- such conduct has the purpose or effect of interfering unreasonably with the individual's work or academic performance or creates an offensive, hostile, or intimidating working or learning environment.