

## **Policies and Guidelines for Recruitment**

If Calvin College's Career Development office has concerns about an organization's business or practices, we may deny the employer access to our services. Here are our general policies.

### **We offer the following employer services:**

- Information sessions: Meetings hosted by employers/organizations for students to learn about internship, career or educational opportunities (not to exceed 6 visits per year).
- On-Campus Recruiting consists of two options:
  - Library Lobby/Johnny's displays: Career Development will reserve a display table for employers/organizations that are recruiting for employment or internship positions, not to be used for solicitation of goods or services. For-profit employers will be in the Library Lobby only (not Johnny's).
  - On-Campus Interviews: The process by which employers with current or anticipated intern or job vacancies schedule interviews on Calvin's campus. Interviews are coordinated through our NACELink system, CalvinLink.
  - Note: recruiters may schedule 2 visits per semester but not to exceed a total of 4 campus visits per year.
- Career and internship Fairs: Events attended by many employers/organizations offering information about their organization and opportunities.
- Position postings: Communication of internship and employment opportunities to which applicants directly apply. This normally entails posting a position on our NACELink system, CalvinLink, used by Calvin students and alumni.
- Other partnership opportunities: Additional opportunities for employers to become involved with helping students, such as critiquing resumes, offering presentations on topics requested by our office, sponsoring events, and practice interviews.

### **Employers or other organizations who wish to use our services must:**

- Have current or anticipated job openings for college graduates or interns.
- Have an "employer-employee" relationship in which there are no fees associated with becoming an intern or employee of the organization, other than professional licensure fees that may be necessary for employees.
- Subscribe to the Equal Employment Opportunity (EEO) established by the Federal and Michigan governments.
- Not use resumes posted on CalvinLink to solicit candidates for direct sales, independent contractor, franchising, or other positions where there is not an employer-employee relationship, though they may post positions if the opportunity is clearly explained.

### **Principles for Professional Conduct:**

- Employment professionals will refrain from any practice that improperly influences and affects job acceptances.
- Employment professionals will work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- Employment professionals will supply accurate information on their organization and employment opportunities.

### **Internship Employers:**

- Internship employers should accurately represent positions offered.
- Internship employers should be responsible for the ethical and legal conduct of their employees throughout the internship experience.
- Internship employers should honor the College's policies and procedures for supervising interns.
- Internship employers should pay for any required license or training fees.
- Interns should incur no work-related debt or expense.

**Third Party Agencies** (temporary agencies, temp-to-hire agencies, search firms, etc.) must meet the following requirements:

- Disclosure of vacancy position(s) and employer he/she represents for recruiting activities.
- Acknowledge that Career Development may verify with employer the third party's recruiter relationship.
- Any fees associated with a position must not be charged to candidate.