

Student Recruiting Policies

The on-campus recruiting program is a valuable service to students and employers. We ask that all participants conduct themselves professionally and act in good faith regarding the interview and employment offer process. Students participating in the campus recruiting program are required to adhere to policies regarding interviews and the acceptance of employment offers. These policies are in place to ensure the integrity of the program for all students and employer partners.

Interview Policies

The Career Development Center encourages students to explore ALL career and employment options in order to make well-informed decisions. Please **DO NOT CANCEL** any 1st round interviews to conduct a 2nd round interview with another firm. Employers will work with you to make alternate arrangements for 2nd round interviews. Students scheduled for an on-campus interview who need to cancel are required to give the Career Development Center **48 hours notice**. Any student who fails to provide advance notice or who does not show up for an interview will be suspended from the on-campus recruiting program.

Reinstatement may occur after:

- 1) Meeting with Career Development Center Director or Bev Ehrich and a determination is made that there was an acceptable reason for canceling or not showing up for the interview
- 2) Sending a letter of apology to the employer
- 3) Providing a copy of your letter of apology to the Employer Relations office

Students Studying Abroad

Students are encouraged to contact employers directly to inquire about their specific application and interview procedures for students studying abroad. At the time of application, students must clearly disclose that they are or will be abroad and not available for an on-campus interview. In addition, the Career Development Center will post specific information on application procedures for students abroad when provided by employers.

Alcohol Policy

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

Employment Offers

Employers must allow students to participate in the full semester of recruitment activities.

Full-time Offers

Fall Semester - If employers make offers at the end of the summer to interns returning to Brown for senior year, they must give students until December 1 to make a decision. Employers who make offers during fall recruiting (for following summer start dates) must allow students one month or until December 1 (whichever comes later) to make a decision.

Spring Semester - Employers who make offers for full-time positions during spring recruiting (for following summer start dates) must allow students one month or until April 1 (whichever comes later) to make a decision.

Internship Offers

Please note that summer internship recruiting at Brown is held in the spring semester only. Employers offering summer internships must allow candidates two weeks or until March 1 (whichever comes later) to make a decision.

Exploding Offers

Exploding offers are strictly prohibited. The Career Development Center defines an exploding offer as follows: *"Any offer that does not adhere to the policy stated above and/or that has special incentives attached, e.g.; diminishing bonuses and location preferences, etc. for purposes of inducing early acceptance."*

Accepting Offers

Students who have difficulty making a decision or need more time to consider an offer are strongly encouraged to contact the Career Development Center at 401-863-3326 for assistance.

Once an employment offer has been accepted (**written OR verbal**), students are no longer eligible to apply or interview for positions. Students must withdraw all outstanding applications and cancel any scheduled interviews. Any student who reneges on the acceptance of an offer obtained through the campus recruiting program will be immediately terminated from the campus recruiting program. Privileges to access services at the Career Development Center will be suspended, but may be reinstated upon meeting with the Career Development Center Director or Bev Ehrich.

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