

## Lawrence University Career Services Recruiting Policies

Career Services invites employer organizations to use our services provided they meet the following basic criteria:

- The organization must have actual or anticipated bona fide, career-related full-time, internship or co-op opportunities for our students and alumni.
- The organization must accurately describe the responsibilities and requirements for the opportunities it offers in all publicity, including online job postings and information sessions.
- All conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission-based, involve out-of-pocket financial expenses, test taking, etc.
- Employer organizations are expected to be familiar with and to honor the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals. To review the NACE standards, please visit:

[http://www.nacweb.org/principles/principl.html#principles\\_for\\_employment\\_professionals](http://www.nacweb.org/principles/principl.html#principles_for_employment_professionals)

### Alcohol for Recruiting Events

Serving alcohol cannot be part of the recruitment process. This includes both on-campus and off-campus events, such as receptions, information sessions, dinners, company tours, etc. which are all part of the hiring process. Please refer to the NACE Principles for Professional Conduct for more information.

### Confidentiality

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student/alumni information to another organization without the prior written consent of the student/alumni, unless necessitated by the health and/or safety considerations.

### Disclaimer

Lawrence University Career Services requires all recruiters to follow Equal Employment Opportunity (EEO) practices. There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, political or personal favoritism, marital status, sexual orientation or disabling condition. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of Lawrence University.