



## Recruiting Information and Procedures

It is always a pleasure to welcome an organization to the SUNY Rockland Community College campus for recruiting, whether through on-campus interviews or resume referrals.

The Career Services Center works with a wide variety of recruiters each year, and our staff is trained to meet the needs of any organization, large or small. Our goal is to make recruiting both convenient and productive for every organization.

SUNY Rockland Community College is a member of the National Association of Colleges and Employers (NACE), the association for human resources and career services professionals, and the Career Services Center abides by NACE's *Principles for Professional Conduct for Career Services and Employment Professionals*. (Please follow link).

### Interview Schedule

Most on-campus interviews begin in September and run through November 30. Spring Semester recruiting dates begin in January and run through May. The best area on campus to recruit job seekers is in the Cultural Arts Center, Atrium area near the cafeteria from 10am-2pm. Employers are provided with a 6' uncovered table and two chairs. In addition to information about the position openings, you are encouraged to bring a tabletop display that features information about your company and small give-aways to attract students' attention. It is advised to schedule your visit at least two weeks in advance. To make arrangements, please go online to register with our online employment service, NACElink, at [www.sunyrockland.edu/go/jobsearch](http://www.sunyrockland.edu/go/jobsearch)) or call the Job Placement Office, 845-574-4149 for assistance. Recruiters and military personnel are barred from soliciting or open canvassing of students other than the designated area assigned by the Job Placement Office.

## **Expectations of Employment Professionals**

Employment professionals must agree that they have read, understand and will abide by all the policies of Rockland Community College and NACE's *Principles for Professional Conduct*.

The Career Services Center strives to reflect the following values in all activities it conducts. It is expected that employers will also embrace and comply with these values.

Education: Career Services and employers/agencies/military recruiters encourage students to remain enrolled and in attendance through completion of the student's educational goals.

Honesty and Openness: Career Services requires students and employers to provide accurate information about employment opportunities. Students and employers who intentionally provide dishonest or inaccurate information are no longer eligible to participate in the services provided.

Fairness: Career services requires that employers utilize fair hiring practices and comply with equal employment opportunity (EEO) practices in all recruiting activities.

Legality: Career Services expects that employers and military personnel will comply with federal, state and local laws and regulations for labor and employment. Employers are expected to be familiar with, and to honor, the *NACE Principles for Professional Conduct for Employment Professionals* (selections printed below).

Integrity: Career Services expects that employers will not seek favorable treatment or special favors as a result of gifts, contributed services, or financial support. Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.

# Principles for Professional Conduct

## For Career Services & Employment Professionals (Selections)

Employment professionals will refrain from any practice that improperly influences, and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

1. Employment professionals will know the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
2. Employment professionals will supply accurate information on their organization and employment opportunities. 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. Neither employment professionals nor their organizations will expect, or seek to extract special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or Career Services Center in the form of contributed services, gifts, or other financial support.
4. Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.
5. Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes 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 students'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) Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
  - E) Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
  - F) Investigating complaints forwarded by the Career Services Center regarding EEO noncompliance and seeking resolution of such complaints.

6. Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. 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.
7. Those engaged in administering, evaluating, and interpreting assessments tools, tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the Career Services Center of any test conducted on campus and eliminate such a test if it violates campus procedures. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the test results will be disclosed. All tests will be reviewed by the employing organization for disparate impact and job-relatedness.
8. When using organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the Career Services Center regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction.
9. When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the procedures of the Career Services Center.
10. Employment professionals will cooperate with the procedures of the Career Services Center, including certification of EEO compliance or exempt status under the Immigration Reform and Control Act, and will honor scheduling arrangements and recruitment commitments.
11. Employment professionals recruiting for international operations will do so according to EEO standards. Employment professionals will advise the career services office and students of the realities of working in that country and of any cultural or foreign law differences.
12. Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

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