Principles for Professional Practice: Employment Professionals

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- As professionals, we must….
  - Promote principles of professional conduct and encourage acceptance throughout the employing organization.
  - Support career services guidelines for an open and free selection of employment opportunities.
  - Maintain a recruitment process that is fair, equitable, and accessible to all.
  - Support informed and responsible decision-making by candidates.

- Employment professionals shall refrain from any practice that improperly influences and affects job acceptances.

Consider This…

- Read Case Study: Talk About a Busy Weekend! (www.naceweb.org/Knowledge/Legal/Case_Study__Talk_About_a_Busy_Weekend!.aspx)
- Points to Ponder:
  - Company A's request that a decision be made by the next business day
  - The company claim for six-figure salaries
  - Is the deadline to accept/decline the offer reasonable?
- Principles That Apply:
  - Employment Professionals Principle 1
  - Principles Committee Position Paper on Exploding Offers
  - Principles Committee Paper on Legal Offer Deadlines

Knowledge

- Have knowledge of the recruitment and career development field, the industry, and your employing organization.
- Adhere to accepted recruiting, interviewing, and selection techniques.

Consider This…

- Read Case Study: Sign on the Dotted Line (www.naceweb.org/Knowledge/Legal/Case_Study__Sign_on_the_Dotted_Line.aspx)
- Points to Ponder:
  - The purpose of a hold harmless agreement
  - The role of the school in an intern/employer relationship
  - The obligations of the employer in this situation
- Principles That Apply:
  - Employment Professionals Principles 1 and 2

Accurate Information and Confidentiality

- Provide students with information on your opportunities and organization.
- Ensure all representatives are appropriately educated.
- Take responsibility for information supplied and commitments made by all representatives.

Compliance

- Employment professionals will cooperate with the policies and procedures of career services.
  - Activities conducted through student organizations or academic departments will be in accordance with career services' policies.
- Employment professionals and their organizations will not expect or seek to extract special favors or treatment that might influence the recruitment process, including contributed services, gifts, or other financial support.
- Employment professionals will honor all commitments.

EEO

- Maintain EEO compliance and follow affirmative action principles including:
  - Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability.
  - Reviewing selection criteria for adverse impact.
  - Avoiding use of inquiries that are unacceptable by EEO standards.
  - Developing a sensitivity to and awareness of the cultural differences and diversity of the work force.
  - Informing campus constituencies of special activities to achieve affirmative action goals.
  - Investigating complaints by the career services office and seeking resolution.

Consider This…

- Read Case Study: Guess Who's Coming to Dinner (www.naceweb.org/Knowledge/Legal/Case_Study__Guess_Who_s_Coming_to_Dinner_.aspx)
- Points to Ponder
  - If the request from the employer is proper
  - If the career services office can provide specific names of requested minority and disabled students
  - How the career services office can support the employer request
- Principles that apply
  - Employment Professionals Principle 6

Confidentiality

- Maintain confidentiality of student information ensuring no disclosure without prior written consent, unless necessitated by health or safety considerations.

Alcohol

- Serving alcohol should not be part of the recruitment process on or off campus for undergraduate students or minors.

Assessments/Tests

- Only qualified professionals shall evaluate or interpret assessments.
- Assessments/tests shall be administered in accordance with established guidelines.
- Inform candidates of the availability, purpose, and disclosure policies.

Fees

- When using organizations that provide services for a fee, advise career services of the relationship and the positions the organization was contracted to fill.

- Advisory Opinions
  - NACE Principles for Professional Practice (www.naceweb.org/Knowledge/Principles/Principles_for_Professional_Practice.aspx)

- NACEWeb
  - Knowledge Center (www.naceweb.org/KnowledgeCenter.aspx)
  - User's Guide to the Principles for Professional Practice (www.naceweb.org/principles/guide/?referal=knowledgecenter&menuID)
  - Training Resources (www.naceweb.org/Knowledge/Principles/NACE_Principles_Training_Resources.aspx