

University Policy

On-Campus Recruiting & Interviewing Policy

Reason for Policy

Policy Statement

Career Services' mission is to actively engage students and graduates in exploring and attaining their career and learning goals. To find a good first destination, all students need opportunities to explore a wide range of options and must, in the end, choose employment that is consistent with their individual objectives. In keeping with the University of Vermont's commitment to the free exchange of ideas, to students, and to the rights and responsibilities that govern behavior at UVM, a series of expectations for all parties is outlined below.

For questions concerning this policy, please contact Career Services, Living/Learning, E Bldg., 633 Main Street, Burlington, VT 05405, (802)656-3450.

A. Career Services

Career Services is responsible for:

- Offering programs and services to all students, respecting their freedom of choice in developing a career direction;
- Handling all student files in a confidential manner, except when the student has authorized Career Services, in writing, to do otherwise;
- Providing a setting for students and employers to conduct the exploration of employment/graduate school opportunities in an environment that is pleasant, open and efficient;
- Cataloguing each recruiting employer's statement of commitment to the concept and practice of equal opportunities as defined by the Federal Statutes;
- Serving all students well and providing a welcoming environment for students of every race, sex, ability, color, religion, age, national origin, sexual orientation and gender identity or expression.
- Adhering to *Principles of Professional Conduct for Career Services and Employment Professionals* as established by the National Association of Colleges and Employers.

B. Students

Students using Career Services are responsible for:

- Treating other students with respect and allowing them the opportunity to pursue their career interests without disruption or harassment;
- Participating in the recruitment or interview processes only when seriously considering employment with the organization conducting the interviews;
- Preparing as well as possible for all employer, interview or networking contacts and accurately representing their qualifications and interests;
- Notifying organizations of their acceptance or rejection of offers by the earliest possible time and no later than mutually agreed upon;

B. Students (cont.)

- Honoring accepted offers. After accepting an offer, candidates should withdraw from the interviewing process and notify Career Services and other organizations where offers are pending.
- Keeping appointments made with Career Services staff, alumni advisors or recruiters. Failure to cancel an appointment deprives others of the opportunity to use the time and may result in a loss of the student's opportunity to use Career Services;
- Adhering to *Principles of Professional Conduct for Career Services and Employment Professionals* as established by the National Association of Colleges and Employers, available through Career Services.

C. Recruiters and Employers:

As a guest of The University of Vermont, the employer and/or recruiter is responsible for:

- Supplying to Career Services their Equal Employment Opportunity policy in advance of their visit;
- Allowing sufficient time for Career Services to announce/publish their visit;
- Adhering to dates, interview, and Career Fair schedules agreed upon and announced to the University of Vermont community.
- Sending a qualified interviewer or an informed representative of the organization;
- Taking responsibility for the ethical and legal conduct of representatives through the interviewing process and the responsibility for all representations made by their authorized representative;
- Respecting the legal constraints imposed on Career Services by requesting only the Services and information that may be provided within the law;
- Making all arrangements for presentations, Career Fairs and interviewing on campus through Career Services and staying within the limits of those arrangements.
- Honoring the guidelines and procedures of The University of Vermont. This includes but is not limited to space utilization, parking, and carrying of firearms, concealed or otherwise.
- Adhering to *Principles of Professional Conduct for Career Services and Employment Professionals* as established by the National Association of Colleges and Employers.

NOTE: The University of Vermont's hiring policies are not necessarily the same as recruiters working through Career Services to recruit students. All recruiting organizations and their representatives must, however, be in compliance with federal nondiscrimination hiring guidelines regarding race, color, religion, ancestry, national origin, sex, sexual orientation, disability, age, positive HIV-related blood test results, status as a disabled or Vietnam era veteran, or gender identity or expression, as these terms are defined under applicable law, or any other factor or characteristic protected by law.

Copies of each on-campus visiting organization's hiring policy statement are available at Career Services for review.