ESSENTIAL POLICIES FOR RECRUITERS: 2015-2016

We have established the policies below to help you maximize your recruiting results while helping students make informed career & employment decisions. We must maintain a “level” playing field, where employers and students alike have equal access. We also recognize that students’ academics must take first priority.

EVENTS
In order to maximize your yield and avoid scheduling overlaps, all employer events must be communicated to the Center for Professional Development. This includes receptions, workshops, information sessions, panel discussions, coffee chats, interviewing, and post-event social activities.

OUTREACH & PROMOTION
While mass mailings and mass e-mails to students are not permitted by the institution, the CPD offers a targeted email service, for a small fee, that enables you to reach the students whose graduation year and career interests best match your needs. Contact us for more information! Here is a list of student organizations: dartmouth.edu/~coso/organizations

INTERNSHIPS
Private sector recruiting employers must provide interns with a minimum stipend of $400 per week.

EMPLOYER REPRESENTATIVES
Alumni/ae interviewers must have graduated from Dartmouth College at least 3 years prior to the class they are interviewing in order to avoid the perception of bias. Alumni/ae interviewers will be excused from interviews if they have graduated after June 2014 for intern interviews and after June 2013 for entry level interviews. From the moment they arrive on campus, your representatives need to be professional and refrain from what might be interpreted as exclusive or inappropriate behavior. Recruiters should be trained in professional interviewing standards and protocols.

TESTING
All Hanover-based testing practices should be reviewed with the Center for Professional Development well in advance, to ensure ADA compliance and validity of the test’s measure of employability. Students must be notified of testing at least 2 full business days in advance in order to make accommodations. For more info visit: naceweb.org/principles

INTERVIEW SCHEDULING
All 1st round interviews take place in the Center for Professional Development and are scheduled via DartBoard. Employers needing schedule changes must contact the CPD to make those changes. Do NOT contact students directly to change 1st round interviews. Subsequent interviews are scheduled directly by employers. Interviews should NOT be held in hotel bedrooms. Our compacted academic calendar impacts students' ability to schedule outside activity. Employers must offer flexibility in scheduling 2nd round interviews, in consideration of students' academic schedules. Offer a minimum of 2 dates. A minimum of 3 full business days lead time is required between notification and actual out-of-town interviews at employer’s site (e.g. Thurs. night for Wed.). Interviews should not be scheduled during reading & exam periods.

ALCOHOL
Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc. For more info visit: naceweb.org/principles
OFFERS - Employers should provide students with sufficient time to complete job searches and make informed decisions. **No exploding bonuses should be offered for early acceptances.** The following deadlines are required:

**Entry-Level Offers: Deadline for Student’s Decision on Offer**
- Fall offers extended to former interns – **November 11, 2015 of their senior year**
- Offers extended from Fall 2015 On-Campus Interviews - **November 11, 2015 or 2 weeks from date of offer, whichever is LATER**
- Winter offers extended to former interns – **February 16, 2016**
- Offers extended from Winter 2016 On-Campus Interviews – **February 16, 2016 or 2 weeks from date of offer, whichever is LATER**

**Internship Offers: Deadline for Student’s Decision on Offer**
- Students have a minimum of 1 full week to decide on offers for next term (e.g. spring offer for summer term)
- Spring, summer, or fall interviews – minimum of 2 weeks to decide on offers for two terms ahead
- Winter interviews – minimum of 3 **full weeks** to decide on summer term
- Summer offers extended to former interns – **February 16, 2016 or 3 weeks from date of offer, whichever is LATER**

**RECRUITER FEES**
Invoices for recruiting activity will be issued within 30 days of your event. On-Campus Interview Program registration and meeting fees are fully refundable if your cancellation is made **60 days** prior to your interview date.

**Interview Scheduling:**
- **On-Campus Interviews:** $150 for first interview room; $95 for each additional room
- **Reduced Rates Available for Non-Profit Employers**
- **Standard Videoconferencing Interviews:** $150 per schedule. Ask us about compatibility!

**Optional Services:**
- Purchase of email invitation service for marketing & outreach: $150 per order (Covers emails for up to 3 career fields; ask us for more information)
- **Pre-Interview Meetings & Information Sessions:**
  - **On-Campus Meeting** - $350 (Includes room and AV Equipment)
  - **Hanover Inn Meeting** - $95 (Excludes charges incurred at The Hanover Inn)

RETURN signed form to FIONA HALL by email (fiona.hall@dartmouth.edu).
EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT

All recruiters who wish to conduct events or interview on campus through the Center for Professional Development must sign this statement of compliance. Compliance with Dartmouth's EEO policy will be indicated by your signature and return of this form no later than two weeks prior to your first event.

Non-compliant organizations will be limited to postings only.

If students object to an employer visit, they may request that the employer participate in an educational forum run by a trained moderator before proceeding with the event.

RETURN signed form to FIONA HALL by email (fiona.hall@dartmouth.edu).

COMMITMENT TO EQUAL OPPORTUNITY

Dartmouth College is committed to the principle of equal opportunity for all its students. For that reason, Dartmouth does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, military or veteran status in access to its programs and activities, and in conditions of admission and employment. Sexual harassment is a form of sex discrimination and constitutes a violation of Dartmouth's equal opportunity policy. Additionally, students with documented learning disabilities have the same legal entitlements as students with other types of disabilities and are entitled to reasonable accommodations as appropriate.

Your signature below constitutes an affirmation that your organization’s stated commitment to equal opportunity is in all aspects consistent with Dartmouth's above-quoted policy.

Organization: ________________________________________________________________

Division: _________________________________________________________________

Signed By: ___________________________________ Printed Name: ___________________

Title: ______________________________________ Date Signed: ______________________