

ESSENTIAL POLICIES & PROCEDURES FOR RECRUITERS

Our goal is to help you maximize your recruiting results while helping students make informed career and employment decisions. To accomplish this, 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. Thus, we have established the policies listed below.

PROGRAMS/OUTREACH/GIVEAWAYS: In order to help you optimize timing and strategy, get the most from your marketing efforts, and avoid scheduling overlaps/policy issues, **please coordinate all marketing and outreach activity through Career Services.** This includes any form of communication to student organizations, affinity group advisors, or faculty/administrators, including receptions, workshops, information sessions, panel discussions, social hours, interviewing, or post-event social activities. Alcohol should not be included in any Hanover area events. Employers may be asked to remove giveaways if Career Services deems them inappropriate (e.g. bottle openers, candles). We will gladly review giveaway ideas for target audience reaction and potential adverse impact.

MAILINGS: While mass mailings or mass e-mails to students are not permitted by our institution, Career Services offers a targeted mailing label service, so you can reach the graduating students whose career interests best match your needs. Contact us for more information!

EMPLOYER REPRESENTATIVES: Alumni/ae and other individuals representing an employer are in an “official capacity” when recruiting at Dartmouth. Whether here for an employer fair, information session, pre-interview meeting, or other event, representatives need to be professional at all times and refrain from what might be interpreted as exclusive or inappropriate behavior. Recruiters should be trained in professional interviewing standards and protocols. **Alumni/ae interviewers must have graduated from Dartmouth College June 2007 or earlier in order to avoid the perception of bias.** Alumni/ae interviewers will be excused from interviews if they have graduated after June 2007.

TESTING: All **Hanover-based testing practices should be reviewed with Career Services** well in advance, to ensure ADA compliance and validity of the test’s measure of employability. Students must be notified of testing at least two full days in advance in order for ‘accommodations’ to be made.

INTERVIEW NOTIFICATION: Employers are asked to go into our DartBoard system to enter interview decisions (i.e. preselects and alternates). Students then go online to check on their interview status, view signup deadlines, and to schedule or cancel interviews.

INTERVIEW SCHEDULING: All first-round interviews take place in Career Services and are scheduled via DartBoard. Employers needing schedule changes must contact Career Services to make those changes. Please **do not contact students directly to change 1st round interviews.** Subsequent interviews are scheduled directly by employers. Our compacted quarter term academic calendar impacts students' ability to schedule outside activity. **Employers must offer flexibility in scheduling 2nd-round interviews, in consideration of students' academic schedules (minimum 2 dates).** A minimum of **3 business days lead time** is required between notification and actual out-of-town interviews at employer's site. Interviews should not be scheduled during reading or exam periods.

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:

<u>Entry-Level Interviews</u>	<u>Deadline for Student’s Decision on Offer</u>
Entry-Level offers extended to your former interns	November 30, 2009
Fall Interviews:	November 30, 2009
Winter Interviews:	March 1, 2010

Internship Interviews

Students have a minimum of 1 full week to decide on offers for the **next** term (e.g. winter offer for spring) and a minimum of 2 full weeks to decide on offers for **later** terms (e.g. winter for summer or fall).

RECRUITER FEES

Our billing structure supports the cost of our online recruiting system, administrative staffing needs, and the physical space demands of our recruiting program. Our hope is that this structure also helps employers in forecasting and budgeting for recruiting expenses. 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 Registration Fees:

- On-Campus Interviews: \$150 for first interview room; \$75 for each additional room (Includes coffee, cold beverages, use of portable phone, fax, copier)
- Reduced Rates Available for Not-for-Profit Employers

Optional Services:

- Purchase of mailing labels for marketing & outreach to June grads: \$85 (Covers labels for up to 3 career fields; see order form for more information)
- Pre-Interview Meetings & Information Sessions:
 - On-Campus Meeting - \$175 (Includes room and AV Equipment)
 - Hanover Inn Meeting - \$150 (Excludes charges incurred at The Hanover Inn)

FAX or MAIL a copy of this SIGNED form to MONICA WILSON at 603-646-1360 or 603-646-0970.

**Your signature below constitutes an affirmation that
all members of your organization
participating in Dartmouth College's Recruiting Program
will take responsibility for understanding and complying with
Dartmouth's Recruiting Policies and Procedures.
Your organization will take responsibility for internal communications
and the actions of your representatives.**

Non-Compliance will result in withdrawal of recruiting privileges.

Organization Name

Division _____

Signed By: _____ *Printed Name:* _____

Title: _____ *Date Signed:* _____



EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT

Dartmouth College recruiting policy specifies that all recruiters who wish to conduct information sessions or interview on campus through Career Services **"must be asked to sign a statement of compliance with Dartmouth's equal opportunity guidelines."** Compliance with Dartmouth's EEO policy will be indicated by Recruiter's **signature and return of this form no later than two weeks prior to your first event.**

NOTE: Information session and interview facilities at Dartmouth College are available only to employers whose hiring practices are consistent with this policy. Compliance will authorize the availability of full Recruiting Services. Non-compliant organizations will be limited to online job postings and resume referrals.

- All organizations must work collaboratively with Career Services in providing reasonable accommodation for access to recruiting events and procedures. (ADA 1992).
- Employers should review their selection criteria for adverse impact, sensitivity to learning differences and questionable recruiting practices.

Special Situations

If students object to the arrival of an employer, they may request that the employer participate in an educational forum run by a trained moderator. Further details on this are available at Career Services.

FAX or MAIL a COPY of this (SIGNED) FORM to Monica Wilson. See fax/address above.

• 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, or status as a disabled or Vietnam-era veteran in its programs, organizations, and conditions of employment (Rev. June 1991).

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: _____

Signed By: _____ Printed Name: _____

Title: _____ Date Signed: _____