

Approved by the Twin Cities Campus Assembly May 14, 1987

RECRUITMENT POLICY

PREAMBLE

The University offers career planning and placement services for its students. The services include arrangements made for students to meet with a wide range of representatives to learn of current and projected employment and educational opportunities.

The policy of the University of Minnesota with respect to campus interviews is to permit, at appropriate times, any bona fide employer or higher education or professional school representative to meet with interested students in University facilities, when available, for purposes of exchanging, voluntarily, such information as may be relevant. Participation of employers in the on-campus recruiting program does not imply endorsement of that employer by the University of Minnesota.

This exchange of information is an essential first step in mutual assessment of opportunities and applicants' interest and qualifications, and, in many instances, ultimately leads to specific offers of employment. The University encourages students to exercise their own judgment in assessing career opportunities.

DEFINITIONS

Legally Constituted or Chartered Organizations or Employers: Such as any business, company, governmental agency, educational system, organization with Articles of Incorporation on file in any state, private corporation, organization required to file federal income tax returns, or organization chartered by a governmental entity.

Recruiting: The process by which organizations with employment opportunities, current or anticipated, schedule visits to campus in order to interview applicants and prospective employees, and discuss career opportunities in the organization.

Informational Meeting: A presentation by a representative of the organization to interested students about the organization and career opportunities available within the organization.

POLICY AFFECTING RECRUITING

In order to schedule a recruiting visit or informational meeting on-campus, an organization or employer must:

OVER

- be a legally constituted or chartered organization or employer, as defined above,
- have current or anticipated job openings for college graduates,
- subscribe to the State of Minnesota and Federal Government Equal Employment Opportunity Guidelines,
- be represented by an employee or authorized agent (employment agencies or representatives charging fees to students are not scheduled), and
- subscribe to the College Placement Council's "Principles for Professional Conduct for College Career Planning and Recruitment."

COLLEGE PLACEMENT COUNCIL
PRINCIPLES FOR PROFESSIONAL CONDUCT

Principles for Career Planning

Colleges and Universities

- Assist individuals in developing a career plan without exerting undue influence.
- Be knowledgeable in the career planning field.
- Be well-versed in administering and evaluating assessment tools.
- Provide a comprehensive program that includes all pertinent campus resources without charge.
- Ensure confidentiality and accuracy of information.
- Encourage and follow nondiscriminatory practices.
- Help fulfill the educational mission of the institution.

Employers

- Provide accurate, unbiased information without charge.
- Possess a thorough knowledge of the employer's organization and industry.
- Become involved in the career planning process.
- Honor the policies and procedures of individual institutions.

Students/Clients

- Take responsibility for their own actions in the career planning process.
- Present accurate personal information.
- Honor the principles and procedures of the institution.

Principles for Placement/Recruitment

Colleges and Universities

- Establish and monitor practices which ensure the fair and accurate representation of students and the institution in the recruitment process.
- Provide the placement office's professional services to students without charge.
- Make the placement facilities and support services available to employing organizations without charge.
- Promote and follow nondiscriminatory practices.
- Protect the candidate's freedom of choice in selecting a career or position from undue influence by faculty, administrators, and/or recruiters.
- Inform students of obligations they will incur, both financial and otherwise, when utilizing the services of agencies or other organizations performing recruiting services for a fee.

Employers

- Be responsible for the ethical and legal conduct of the organization's representatives throughout the recruiting process.
- Assure responsibility for all representations made by authorized representatives.
- Utilize only qualified, informed interviewers to represent the organization.
- Respect the legal obligations of placement offices, and request only those services or information that legally can be provided.
- Honor the policies and procedures of individual institutions.
- Refrain from any practice that adversely affects the interviewing and decision-making processes.

OVER

- Make a full and accurate presentation of all relevant information during the recruiting process.
- Advise the placement office of all recruiting-related activities not conducted through that office.
- Honor an employment offer that is accepted as a contractual agreement.

Candidates

- Honor the institution's policies and procedures.
- Prepare for the recruiting process and accurately present qualifications and interests.
- Sign up for interviews only when genuinely interested in the position for which the organization is interviewing.
- Adhere to the interview schedules.
- Notify organizations of the acceptance or rejection of offers by the earliest possible time and no later than the time mutually agreed upon.
- Honor an accepted offer as a contractual agreement. Withdraw from the interviewing process and notify the placement office, as well as other organizations with offers pending.
- Expect reimbursement of expenses incurred during plant/office visits for only those expenditures pertinent to the trip.