

The George Washington University
Career Center
On-Campus Recruiting Policies and Codes of Conduct
rev. 1/15/09 jrl

The GW Career Center has developed the following policies and codes of conduct based on *National Association of Colleges and Employers (NACE) Principles of Professional Conduct* to ensure recruiting is open, honest, and fair.

I. STUDENT/ALUMNI POLICIES

Resume Submission Policy

Candidates will apply only for positions in which they have a genuine interest. Once the resume withdraw deadline has passed in GWork, candidates who are chosen for an interview are required to sign up for an interview time. Candidates who must withdraw their resume after the resume withdraw deadline will contact OCR immediately.

Cancellation Policy

Candidates are strongly discouraged from cancelling interviews for any reason. If a candidate must cancel an interview due to illness, emergency, or acceptance of another job offer, he/she must notify OCR employer partnerships staff at least 48 hours in advance of the scheduled interview. Failure to do so will result in the candidate's GWork account being "blocked," prohibiting the candidate from further participation in the OCR program. Students are permitted two (2) cancellations per interview season before being "blocked." Again, candidates are strongly discouraged from cancelling interviews for any reason. Chronic offenders risk the chance of being "blocked" completely from the program.

No-Show Policy

Candidates who do not appear for/keep a scheduled interview ("no-show") and do not inform the OCR staff of such will have their GWork account blocked, thereby prohibiting further participation in the OCR program. To appeal a "block" in GWork, the candidate must call the OCR office to schedule an appointment to discuss the situation.

Offer/Acceptance Policy

Candidates will communicate acceptance or refusal of a job offer to employers as promptly as possible, so the employer can notify other candidates that they are still being considered or that the position is filled. When accepting an offer, the candidate should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer. Candidates have a responsibility to withdraw from the recruiting process after accepting an offer of employment.

Candidates will notify the OCR staff of an acceptance of an offer from an employer so they can be withdrawn from the program. Students will share all offers with OCR staff, even if offers were not accepted.

Student Honor Code

Candidates will provide up-to-date, accurate, and truthful information about themselves in their resumes, cover letters, transcripts, and GWork profile page. Falsifying information is a violation of the University's Code of Academic Integrity. Candidates who falsify their information and misrepresent themselves will lose access to the OCR program.

Dress Code

Candidates are required to wear professional business attire for all on-campus interviews. For questions regarding professional business attire, please contact OCR staff.

Questions?

For questions regarding OCR, call 202-994-8633 or e-mail ocr@gwu.edu.

For immediate help on the day of a scheduled interview students should call staff based on location of the interview:

University Career Center/Old Main Building
OCR Phone: 202-994-8633

F. David Fowler Career Center/ Duques Hall
OCR phone: 202-994-6704

OCR Contact Information

OCR Hotline: 202-994-8633 or ocr@gwu.edu

Day of Cancellation Contact Information:

University Career Center/Old Main Building
OCR Contact Number: 202-994-8633

F. David Fowler Career Center/ Duques Hall
OCR Contact Number: 202-994-6704

II. EMPLOYER POLICIES

Employers recruiting on campus are expected to be familiar with and honor the [NACE Principles for Professional Conduct for Career Services and Employment Professionals](#).

Guidelines for Offers of Employment

To ensure students have the opportunity to make well-informed, thoughtful decisions regarding job opportunities, the GW Career Center asks that employers give students ample time to consider all offers. We encourage employers to follow NACE guidelines and these following timelines for GWU:

SUMMER INTERNSHIPS

- Candidates who receive full-time offers of employment from summer internships should be given until October 30 to accept/decline offers.

FALL

- Students who receive full-time offers of employment from fall recruiting should be given until November 30 to accept/decline offers.
- Students who have interviews after November 15 should be given a minimum of four weeks from the date of the offer to accept/decline.

SPRING

- Students who receive full-time offers of employment from spring recruiting should be given until March 30 to accept/decline offers.
- Students who have interviews after March 15 should be given a minimum of four weeks from the date of the offer to accept/decline.
- Students who receive internship offers from spring recruiting should be given four weeks minimum from the date of the offer to accept/decline offer.
- Students who have interviews after March 1 should be given a minimum of two weeks from the date of the offer to accept/decline.

RETURN INTERNSHIP OFFERS

- Students who receive Internship offers to return for a summer internship the following year should be given two weeks minimum from the first date of campus interviews in the spring to accept/decline offers (spring 2009 campus interviewing begins on January 21).

Employers failing to adhere to these policies may be restricted from scheduling interviews the first two weeks of the following semester. Repeated offenses may result in restriction from campus recruiting completely.

Extending Offers

Job offers for both full-time and internship opportunities should be made through an offer letter sent directly to the student. The Career Center asks to be notified as well to ensure staff can work with students on adhering to student policies. All hires can be submitted into the "Offers/Hires" folder in GWork or emailed to ocr@gwu.edu.

III. CAREER CENTER POLICIES

The University Career Center staff, in accordance with the *NACE Principle for Professional Conduct*, will maintain EEO compliance and follow affirmative action principles in career services activities in a manner that includes the following:

- a) Referring all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
- b) Notifying employing organizations of any selection procedures that appear to have an adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
- c) Assisting recruiters in accessing certain groups on campus to provide a more inclusive applicant pool;
- d) Informing all students about employment opportunities, with particular emphasis on those employment opportunities in occupational areas where certain groups of students are underrepresented;
- e) Developing awareness of, and sensitivity to, cultural differences and the diversity of students, and providing responsive services;
- f) Responding to complaints of EEO noncompliance, working to resolve such complaints with the recruiter or employing organization, and, if necessary, consulting with the appropriate campus department.

The Career Center staff will advise students about their obligations in the recruitment process and establish mechanisms to encourage their compliance.

Career services professionals will assist international students consistent with U.S. immigration laws; inform those students about these laws; represent the reality of the available job market in the United States; encourage pursuit of only those employment opportunities in the United States that meet the individual's work authorization; and encourage pursuit of eligible international employment opportunities.