

UIS CAREER DEVELOPMENT CENTER - RECOMMENDED RECRUITMENT GUIDELINES

The Career Development Center welcomes the opportunity for Faculty to play a direct role in the internship/employment process. We view your role and that of the career services practitioner as complementary and as a collaborative approach in a way that best serves UIS students.

GOAL: Maintain a recruitment process that is consistent, fair and equitable to students and employing organizations.

The standards below are based on notions of fairness, truthfulness, non-injury, confidentiality, and lawfulness and are recommended by the National Association of Colleges and Employers.

Candidate Referral Process:

- 1) Contact the Career Development Center so that the position can be listed campus-wide.
- 2) Notify individual students who have declared an interest in such positions and encourage them to apply.
- 3) Post the position in your department and announce it to your classes.
- 4) This process will allow us to avoid unproductive misunderstandings that can occur when an employer works with more than one campus office.

Referral of Minority Candidates Process:

- 1) Pass the request on to the Career Development Center and encourage the employer to contact the Career Development Center directly.
- 2) Make announcements in class and post signs in your department.
- 3) Notify minority students' organizations/clubs.
- 4) Refer the employer to the Diversity Center.

Process for Providing Oral and Written References for Students:

REMINDER: FERPA prohibits the disclosure of a student's "protected information" to a third party. This disclosure is prohibited regardless of whether it is made by hand delivery, verbally, fax, mail, or electronic transmission.

- 1) Obtain written permission from the student.
- 2) Provide only information based upon first-hand knowledge and if possible, written documentation.
- 3) Avoid personal matters (e.g. marital status, health, disabilities, race, religion, etc.) that by law should not be included in employment decisions.
- 4) Base personal opinions on fact; don't guess or speculate.

Considerations to ask yourself prior to making referrals, providing references, and engaging with employers:

- 1) Do I know adequate information about the company/organization/position to know what type of person will best succeed?
- 2) Are the skills and competencies I value in a student the same ones an employer needs?
- 3) Do I have enough time to respond equitably and promptly to requests from all employers?
- 4) How will I respond to employers' who exert pressure to changing the curriculum which is held as the purview of myself and other faculty?
- 5) What strategies would I prefer when assisting employers with their hiring targets (feel free to notify the Career Development Center of your preferences so we can make appropriate referrals to you)?

If questions arise, please feel free to contact the Career Development Center at 206-6508 for consultation.