

## **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.**