



Stanley R. Becker Career Center

Recruiting Guidelines for Employers

The Union College recruiting program is a valuable service to both employers and students. Therefore, we ask that all participants conduct themselves professionally and act in good faith regarding the interview and employment offer process. Employers and students participating in the campus recruiting program are expected to adhere to the Becker Career Center guidelines regarding interviews and employment offers. These guidelines are in place to insure the integrity of the program for all participants.

Interview and Employment Offers

Experience has shown that allowing candidates the time necessary to make an informed decision is ultimately in the best interest of the candidate and the employer. The Becker Career Center requires all employers to allow student candidates sufficient time to secure a position for which they are well-suited and make an informed decision regarding the acceptance of an offer.

Employers participating in recruiting activities with Union College will refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employers will strive to communicate decisions to candidates within the agreed-upon time frame.

It is expected that employers will communicate the application status to all applicants, whether they are candidates of interest or not. Students who are not communicated with will be encouraged to follow-up directly with the employer regarding their status.

On-campus Interviews

Students are advised not to cancel first round interviews to conduct a second round interview with another employer. If there is a scheduling conflict, employers are asked to work with students to make alternate arrangements for second round interviews.

Employers who will conduct second round or “super day” interviews are asked to inform the Career Center of this intent and to provide a general time frame of when interviews are expected to be held.

Full Time Offers

It is important that students participate in the full term of recruitment activities. If employers make offers at the end of the summer to interns returning to Union for their senior year, they must be given until **November 1st** to make a decision. Employers who make offers during fall recruitment must allow students until **December 1st** to make a decision.

For offers made on or after December 1st, all candidates must be given a **minimum of 30 days** to make a decision.

Internship Offers

Employers who make offers for internship positions must give student candidates a **minimum of 30 days** to make a decision.

Rescinded Employment Offers

All employment offers should be made in good faith. Should there be a need for your organization to defer start dates or rescind offers of employment, we ask that you contact our office prior to notifying those candidates who will be affected by this decision.

Note: Once an employment offer has been accepted, students are no longer eligible to apply or interview for positions. In addition, any student who reneges on the acceptance of an offer obtained through the campus recruiting program will be immediately suspended from all recruitment activities provided by the Becker Career Center for the remainder of the recruiting term.

National Associate of Colleges and Employers

As a member of the National Association of Colleges and Employers (NACE), the Becker Career Center adheres to the NACE Principles for Career Services and Employment Professionals. All employer partners are asked to review and follow all NACE principles: <http://www.naceweb.org/principles>

If you have any questions or concerns with the guidelines listed here, please contact Bob Soules, Director of the Becker Career Center, at 518.388.6176.

Thank you for your interest in Union College.