

SIU SOUTHERN ILLINOIS UNIVERSITY CAREER SERVICES

CARBONDALE

Faculty Guide to Ethical and Legal Student Hiring Practices

The National Association of Colleges and Employers has established best practices for faculty involvement in student hiring efforts. These recommendations are to protect YOU, your STUDENTS, and the SCHOOL and are based on *notions of fairness, equal opportunity, truthfulness, non-injury, confidentiality, and lawfulness.*

DO

SHARE employment and internship opportunities to ALL your students (post signs, send mass emails, send to Career Services, and so forth) – do not hand pick student with whom to share information.

ADHERE to FERPA guidelines when disclosing information about a student to employers and be sure to secure permission from the student to speak about them. All information shared should be firsthand and based when possible on factual or written documentation.

CONSULT Career Services on ALL employment and internship requests, including those seeking to connect with specific groups of students (by major, race, gender, or other protected categories).

AVOID discussing personal matters and areas that fall outside the job requirements when providing references and recommendations.

DON'T

LIMIT opportunity and access by sharing information with select students.

VIOLATE privacy or FERPA standards by disclosing information about top students, sharing information without student consent, or sharing personal details unrelated to the job description.

ASSUME that you are the only person with a relationship with the employer – share information with Career Services so that strategic employer engagement can occur to ensure equal and fair service is proved to each employer.

UNDERESTIMATE the liability assumed by you personally and by the school when the above standards are not followed.

Source: National Association of Colleges and Employers