Recruiting Policies and Procedures – Employers

Employers seeking to recruit SIU students for internship and jobs at Southern Illinois University must adhere to Equal Employment Opportunity (EEO) guidelines, the National Association of Colleges and Employers (NACE) Principles for Employment Professionals, and the Policies & Guidelines laid out by SIU Career Services listed on this page.

Offers to Students

According to the Principles for Professional Conduct established by NACE, "Employment professionals 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. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame."

SIU Career Services firmly believes that allowing students ample time to make an informed decision about an offer is in the best interest of both students and employers. Our office offers programs and services assist to students in evaluating and negotiating job offers. We discourage students from making rushed decisions about offers, and inform them of the timeline for accepting or declining offers. If a student reaches out to our office to notify us that an employer has set a decision date prior to the timeline established by our office, that employer risks the opportunity to recruit at SIU Carbondale.

Exploding Offers

No special incentive should be held out to induce early acceptance of an offer, nor should a student be subjected to the terms of an exploding offer. The term "exploding offer" is used to indicate a quick response time, reduction in offer package, or any other practice that puts unreasonable pressure on a student (same-day or next-day, second round interviews, abbreviated deadlines for accepting offers, and/or exploding salary bonuses and offers).

This type of offer puts enormous pressure on students to make decisions before they have fully contemplated the commitment to your company. Most students are not ready to make a final decision before completing all their interviews. Furthermore, students with exploding offers often call other employers in an attempt to arrange early interviews, thus inconveniencing these other firms. The introduction of an exploding offer may force the student and the employer into a hasty decision that does not allow for a suitable vetting process.
### SIU Recruiting Deadlines

<table>
<thead>
<tr>
<th>Type of Offer</th>
<th>Recruiting Cycle / Semester</th>
<th>Deadlines (NEW for 2013-2014)</th>
<th>Alternative if offer made after deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulltime (summer internship conversion)</td>
<td>Fall</td>
<td>November 15th</td>
<td>One month</td>
</tr>
<tr>
<td>Fulltime</td>
<td>Fall</td>
<td>Last business day of November</td>
<td>One month</td>
</tr>
<tr>
<td>Fulltime</td>
<td>Spring</td>
<td>First business day of March</td>
<td>One Month</td>
</tr>
<tr>
<td>Internship</td>
<td>Fall</td>
<td>January 15th</td>
<td>One month</td>
</tr>
<tr>
<td>Internship</td>
<td>Spring</td>
<td>First business day of March</td>
<td>Two weeks</td>
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</tbody>
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### Interview Rounds

When asking students to return for second/final round interviews, employers must attempt to accommodate students’ schedules and allow reasonable time if their schedules need to be adjusted. SIU Career Services recruiting policies require that students cannot cancel an interview with one employer to attend an interview with another employer. Students will be penalized for missing an interview (with the exception of illness) or cancelling without 24 hours’ notice.

Employers are asked to support students in upholding prior commitments to academics and other previously scheduled interviews. Please observe these guidelines:

- Second-round interviews should be held on Saturdays or at times not in conflict with other employers' first-round campus interviews.
- When non-conflicting or Saturday second-round interviews are not feasible options, the following guidelines must be honored. Employers should extend invitations for campus second-round interviews to students a minimum of 72 hours in advance. Off-campus second-round interviews should be scheduled no sooner than seven days after the student’s initial interview.
- It must be clearly communicated to the student at all times that they should feel comfortable speaking up about any scheduling conflicts. Employers must offer alternative dates, without negative consequences, for a second-round interview if the date originally suggested by the employer interferes with a valid conflict.

### Full Disclosure of Start Date and Basis of Compensation

**Start Dates:** All offer letters must include a start date. Candidates who interview with employers on campus expect to start work after graduation and by mid-September at the latest. Employers who anticipate start dates later than September 15 must disclose this information in their job descriptions and when scheduling campus recruiting dates. Employers who knowingly delay employment start dates beyond the terms specified in the offer letter will not be permitted to recruit on campus for at least one year.
**Basis of Compensation:** In order for employers to participate in on-campus recruiting, they must offer bona fide positions. Employers who compensate employees based on partial commissions must disclose accurate estimates of expected earnings in their job descriptions. They must also present an accurate base salary/expected first-year salary at that time.

SIU Career Services will **NOT** post positions that:
- Are commission-based only
- Require candidates to purchase products or pay a fee for training or other job-related expenses
- Use a pyramid or multi-level networking structure or those encouraging the recruitment of others to increase sales
- Require a candidate to work in an individual’s home

**Timely Communication:** Employers are expected to keep students informed of their status in the hiring process and to communicate hiring decisions within a reasonable time frame.

**Room Cancellation Policy**

SIU Career Services requests that employers cancel an interview room 28 days prior to the interview date. This policy realistically reflects the minimum time period required for a company to reserve a room, post a job and recruit students for an On-Campus Recruiting event.

**Nondiscrimination Policy**

SIU Career Services makes its services available to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, disability, or any other basis prohibited by applicable law.

**Third-party Representatives**

For a definition of a third-party representative or recruiter, please see the guidelines set forth by NACE. As stipulated in these guidelines, third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed other than for the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

Third-party recruiters who charge students for services will not be permitted to use any services provided by SIU Career Services.
Alcohol

Serving alcohol should not be part of the recruitment process. This includes information sessions, presentations done on or off campus, and all events that are company-sponsored during the recruiting process.

Consequences of Unacceptable Recruiting Practices

Students rely on the SIU’s relationship with employers to advise them and insulate them from problematic or unethical practices. To do anything other than honor this commitment would show negligence and complete disregard for the well being of students.

Note that employers knowingly violating the policies above may receive deferred interview dates or be denied access to the recruiting program for the following season. Letters to campus student groups will be sent with the name of the employer involved and the behavior cited whenever such penalties are imposed.

Use of Social Networking Sites in Selection of Candidates

Recently NACE reported that a significant percentage of employers are using social networking sites such as Facebook to screen potential candidates. As an employer participating in OCR events, we expect you will provide a clear explanation of your selection process to potential candidates. If you consider the content of a Facebook or other social networking site profile in evaluating a potential employee, we request that you state this in your job description for any OCR events.

Confidentiality Policy

All materials received from our students (letters, resumes, transcripts, via email or hard copy), should be shared only with those persons at your firm involved in the hiring process. Forwarding these materials potentially embarrasses applicants or compromises their current employment; it also creates a negative impression of your organization.