1. Employment professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

2. Employment professionals will have knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

3. Employment professionals will provide accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.

4. Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or career services office in the form of contributed services, gifts, or other financial support.

5. Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.

6. Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:

   a. Recruiting, interviewing, and hiring individuals without regard race, color, religion, sex, age, national origin, disability, military/veteran status, sexual orientation, gender identity or expression, marital status or any status protected by federal, state, or local laws, and providing reasonable accommodations upon request;
   
   b. Reviewing selection criteria for adverse impact based upon the student’s race, color, religion, sex, age, national origin, disability, military/veteran status, sexual orientation, gender identity or expression, marital status or any status protected by federal, state, or local laws;
   
   c. Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;
   
   d. Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
   
   e. Informing campus constituencies of special activities that have been developed to achieve the employer’s affirmative action goals;
   
   f. Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.

7. Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
8. Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the career services office of any test or assessment conducted on campus. Employment professionals must advise students of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed.

9. Employment professionals will honor scheduling arrangements and recruitment commitments.

10. Employment professionals recruiting for international operations will do so according to EEO and U.S. labor law standards. Employment professionals will advise the career services office and students of the realities of working in the foreign country and of any cultural or employment law differences.

11. Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

PRINCIPLES FOR THIRD-PARTY RECRUITERS

1. Third-party recruiters will be versed in the recruitment field and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

2. Third-party recruiters will follow EEO standards in recruiting activities in a manner that includes the following:
   a. Referring qualified students to employers without regard to the student's race, color, religion, sex, age, national origin, disability, military/veteran status, sexual orientation, gender identity or expression, marital status or any status protected by federal, state, or local laws;
   b. Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, religion, sex, age, national origin, disability, military/veteran status, sexual orientation, gender identity or expression, marital status or any status protected by federal, state, or local laws;
   c. Refusing, in the case of resume referral entities, to permit employers to screen and select resumes based upon the student's race, color, religion, sex, age, national origin, disability, military/veteran status, sexual orientation, gender identity or expression, marital status or any status protected by federal, state, or local laws;
   d. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
   e. Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;
   f. Investigating complaints forwarded by the career services office or the employer client regarding EEO noncompliance and seeking resolution of such complaints.

3. Third-party recruiters will disclose information as follows:
a. Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students’ credentials will be disclosed.

b. Third-party recruiters will disclose information upon request to career services that would enable career services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career services must respect the confidentiality of this information and may not publish it in any manner.

4. 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 for other than the original recruiting purposes nor can it be sold or provided to other entities.

PROBLEM SOLVING PROCEDURES

Questionable practices or problems involving recruiters and career services practitioners will be resolved between the parties as quickly as possible. NACE recommends the following:

- Discuss the incident with all parties involved in the situation. Determine the specifics of the problem.
- Attempt to resolve the incident among the affected parties.
- Refer unresolved concerns to the supervisors of the involved individuals or to other appropriate officials.