ESSENTIAL POLICIES FOR RECRUITERS: 2017-2018

EVENTS
Employers are asked to provide our office with student sign-in sheets after each employer information session. The sheet must include student first name, last name and Dartmouth email address. Employers email a scanned or digital copy of their sign in sheets to Clifford.Ray.Hughes.Jr@dartmouth.edu. No individual employer attendance records will be shared.

OUTREACH & PROMOTION
- While mass e-mails to students are not permitted by the institution, the CPD offers a targeted email service, for a small fee, that enables you to reach the students whose graduation year and career interests best match your needs. Contact us for more information!
- You can also reach out directly to student organizations. You'll find a complete list here.

INTERNSHIPS
Private sector recruiting employers must provide interns with a minimum stipend of $400 per week.

EMPLOYER REPRESENTATIVES
- Alumni/alumni interviewers must have graduated from Dartmouth College at least 3 years prior to the class they are interviewing in order to avoid the perception of bias. Alumni/alumni interviewers will be excused from interviews if they have graduated after June 2016 for intern interviews and after June 2015 for entry level interviews.
- From the moment they arrive on campus, your representatives need to be professional and refrain from what might be interpreted as exclusive or inappropriate behavior. Recruiters should be trained in professional interviewing standards and protocols.

TESTING
All Hanover-based testing practices should be reviewed with our office well in advance, to ensure ADA compliance and validity of the test’s measure of employability. Students must be notified of testing at least 2 full business days in advance in order to arrange any necessary accommodations. For more info visit: naceweb.org/principles

INTERVIEW SCHEDULING
- All 1st round interviews take place in the Center for Professional Development and are scheduled via DartRecruit.
- Employers needing schedule changes must contact the CPD to make those changes. Do NOT contact students directly to change 1st round interviews.
- Subsequent interviews are scheduled directly by employers. Interviews should NOT be held in hotel bedrooms.
- Employers must offer flexibility in scheduling 2nd round interviews, in consideration of students’ academic schedules, and offer a minimum of 2 dates UP FRONT, without negative consequences.
- A minimum of 3 full business days lead time is required between notification and actual out-of-town interviews at employer's site (e.g. Thurs. night for following Wed.).
- Interviews must not be scheduled during reading & exam periods.

ALCOHOL
Alcohol should not be part of the recruitment process in Hanover. This includes info sessions, dinners, pre-interview meetings, etc. For more info visit: naceweb.org/principles
OFFERS - Employers should provide students with sufficient time to complete search processes and make informed decisions. **Exploding offers and bonuses are strictly prohibited.** The following deadlines are required:

**Entry-Level Offers: Deadline for Student’s Decision on Offer**
- Offers extended to former interns – November 7, 2017 or 2 weeks from date of formal offer, whichever is LATER
- Offers extended from fall 2017 on-campus Interviews - November 7, 2017 or 2 weeks from date of formal offer, whichever is LATER

**Internship Offers: Deadline for Student’s Decision on Offer**
- Minimum of 1 full week to decide on offers for next term (e.g. spring offer for summer term)
- Minimum of 2 weeks to decide on offers for two terms ahead
- Summer 2018 offers extended from summer 2017 interviews – or extended to former interns – September 5, 2017 or 2 weeks from date of offer, whichever is LATER
- Summer 2018 offers extended from fall 2017 or winter 2018 interviews – 2 weeks from date of offer

**RECRUITER FEES**
Invoices for recruiting activity will be issued within 30 days of your visit. On-Campus Interview Program registration and meeting fees are fully refundable if your cancellation is made **60 days** prior to your interview date.

**Interview Scheduling:**
- **On-Campus Interviews:** $150 for first interview room; $100 for each additional room
- **Reduced Rates Available for Non-Profit Employers**
- **Standard Videoconferencing Interviews:** $150 per schedule. Ask us to test compatibility!

**Optional Services:**
- Purchase of email blast for targeted marketing & outreach: $150 per order (ask us for more information)
- **Pre-Interview Meetings & Information Sessions:**
  - On-Campus Meeting - $350 (Includes room and AV Equipment)
  - Hanover Inn Meeting - $95 (This admin fee excludes charges incurred at The Hanover Inn)

RETURN **signed form** to CJ HUGHES by email (Clifford.Ray.Hughes.Jr@dartmouth.edu).

Your signature below constitutes an affirmation that you will take responsibility for all members of your organization complying with Dartmouth's Recruiting Policies and Procedures. Non-Compliance will result in withdrawal of recruiting privileges.

**Organization Name:**

**Signed By:** ___________________________ **Printed Name:** ___________________________

**Title:** ___________________________ **Date Signed:** ___________________________
EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT

All recruiters who wish to conduct events or interview on campus through the Center for Professional Development must sign this statement of compliance. Compliance with Dartmouth’s EEO policy will be indicated by your signature and return of this form no later than two weeks prior to your first event.

Non-compliant organizations will be limited to postings only.

If students object to an employer visit, they may request that the employer participate in an educational forum run by a trained moderator before proceeding with the event.

RETURN signed form to CJ HUGHES by email (Clifford.Ray.Hughes.Jr@dartmouth.edu).

COMMITMENT TO EQUAL OPPORTUNITY

Dartmouth College is committed to the principle of equal opportunity for all its students. For that reason, Dartmouth does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, military or veteran status in access to its programs and activities, and in conditions of admission and employment. Sexual harassment is a form of sex discrimination and constitutes a violation of Dartmouth’s equal opportunity policy. Additionally, students with documented learning disabilities have the same legal entitlements as students with other types of disabilities and are entitled to reasonable accommodations as appropriate.

Your signature below constitutes an affirmation that your organization’s stated commitment to equal opportunity is in all aspects consistent with Dartmouth’s above-quoted policy.

Organization: ________________________________________________________________

Division: __________________________________________________________________

Signed By: ___________________________ Printed Name: __________________________

Title: ______________________________ Date Signed: __________________________