

Employer Professional Code of Conduct



NACE and Equal Employment Opportunity

In order to provide fair and equitable services to our students, alumni and employers, the DU Career Center adheres to the following policies:

Employers must subscribe to the National Association of Colleges and Employers (NACE) Principles for Professional Conduct

(http://www.naceweb.org/principles/principi.html#principles_for_employment_professionals) and the Equal Employment Opportunity (EEO) (http://www.eeoc.gov/abouteeo/overview_laws.html) recruitment and employment guidelines and law established by the Federal and Colorado governments.

Confidentiality

Employers are expected to maintain the confidentiality of all student and alumni information. Sharing information about a candidate with another organization is not acceptable unless the employer receives prior written consent from the candidate.

Job Offers

Employers are not allowed to recruit students or alumni who have already accepted a job offer from another organization. Employers are expected to communicate with the candidates in a timely manner regarding the hiring decisions within the agreed-upon time frame. All job offers will be given a reasonable amount of time for the decision-making process by the candidate as well as accurate information about position responsibilities, career advancement opportunities and benefits. Candidates will not be placed under unnecessary pressure to make a decision.

Discrimination

Employers are expected to avoid discrimination in their recruitment process and follow equal employment opportunity and affirmative action principles.

Third Party Recruiters and Agencies

These employers are defined as staffing agencies, temporary agencies, search firms, temp-to-hire agencies, etc. The DU Career Center is interested in working with Third Party Recruiters and Agencies under the following conditions.

The employer represented by the Recruiter/Agency is disclosed in the vacancy listing. The Recruiter/Agency is willing to allow the Career Center to verify with the employer the third party's recruitment relationship. The Recruiter/Agency agrees to not use resumes collected for one position for referral to another position.

Right to Refuse Service

The DU Career Center reserves the right to refuse service to employers including, but not limited to:

- Misrepresentation of employer information
- Complaints by students and alumni
- Positions not likely to be of interest to DU students and alumni
- Harassment of DU students, alumni, staff or faculty
- Excessive outlay of personal financial resources required for the position
- Disclosure of confidential information without consent of the candidate
- Failure to comply with the DU Career Center's Employer Code of Conduct