



# 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](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](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