

The Career Center has implemented these guidelines to create a professional environment where students, alumni and employers can interact. As a member of the Worcester State College community, the Career Center bears a unique responsibility to do our best to ensure a positive experience for our clients— students, alumni and employers alike.

Guidelines for all Recruiting Activities:

The following guidelines apply to any organization participating in recruiting activities at Worcester State College, including On-Campus Recruiting. (Please read the additional On-Campus Recruiting guidelines below.)

1. Recruiters

- a. Recruiters will refrain from any practice that improperly influences and affects job acceptances, including undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer, as well as any fee or financial incentive.
- b. Recruiters will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities.
- c. Recruiters 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.
- d. Recruiters will follow the policies of the Career Center also when interacting with other Worcester State College administrators, student groups, or academic departments.
- e. Serving alcohol should not be part of the recruitment process.

2. Third-Party Recruiters

Third-party recruiters may utilize the Career Center's recruiting services in line with the following guidelines.

- a. Third-party recruiters will not disclose student information in any way to any employer or other person or entity without obtaining prior written consent from the student or recent alumni.
- b. Third-party recruiters attending career fairs will disclose the names of the represented employers to the Career Center if requested.
- c. Third-party recruiters may post full-time jobs and internships in the Career Center's LancerLink job board and on our internship database once information of the represented employer has been collected.
- d. Third-party recruiters may not participate in on-campus interviews or resume drops. Only on-campus informational table representation is permitted.
- e. Third-party recruiters must provide an employer name, position title, and job description in writing (via email or otherwise) before receiving resumes or posting jobs. Third-party recruiters must agree in writing (via: Third Party Recruitment policy) that resumes received at an informational table will not be used for any employer or position other than those provided to the Career Center.
- f. Business ventures, including opportunities which require an initial investment, or involve multi-level marketing will not be able to participate with career services.

Additional Guidelines for On-Campus Recruiting:

The following guidelines apply to employers participating in On-Campus Recruiting at Worcester State College. On-Campus Recruiting includes interviews, resume drops, career fairs, and information sessions.

1. Contact Information

Employers must provide contact information in their position descriptions (i.e., name and either a telephone number or an email address) to students when participating in On-Campus Recruiting. The Career Center reserves the right to provide employer contact information to students under appropriate circumstances.

2. Alumni Representatives

The Career Center encourages the involvement of Worcester State recent alumni (3 years or less) in recruiting activities. However, under no circumstances should a Worcester State student or alumnus/a represent an employer on campus in a recruiting capacity during any year in which he/she is also utilizing the Career Center's recruiting services as a job seeker.

3. Greeters

When interviewing on campus, employers may bring up to two greeters in addition to their interviewers.

4. GPA

Grade Point Average (GPA) may not be used as a criterion that would prevent a student or alumnus from submitting a resume to an employer using On-Campus Recruiting unless it is a documented job requirement.

5. Recommended Recruiting Dates

To achieve the best recruiting results, recruiters should adhere to the recommended recruiting dates established by the Career Center for the current year. These dates can be reserved by contacting the Career Services Office at careerservices@worchester.edu.

6. Extending Offers

Employers may extend offers for full-time and/or internship positions at any time; however, adequate time must be allowed for students to evaluate offers. Employers should allow students to participate in recruiting activities through the end of the current recruiting period. This means that offers extended during the summer or fall semester should not expire before Thanksgiving, and offers extended during the spring semester should not expire before Spring Break. Offers (inclusive of bonuses and other incentives) may not expire before this time or until at least three weeks after the written offer date.

7. Second Round Interviews

Second round interviews must be scheduled in a way that does not interfere with student class schedules and previously scheduled first round interviews. To this end, second round interviews taking place outside the Greater Worcester area may not be scheduled less than one week after the first round interview. Employers will coordinate with individual students to make second round interview arrangements. In addition, employers will communicate the dates of their second round interviews with the Career Center at the earliest possible time.

If you have any questions regarding these policies, or if you have concerns regarding a Worcester State Colleges' student's participation in recruiting activities, please contact the Career Center at 508-929-8072 or careerservices@worchester.edu or Marcia.eagleson@worchester.edu