



Principles for Professional Practice for Employment Professionals and Third-Party Recruiters

by the National Association of Colleges and Employers (NACE) Principles for Employment Professionals

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 with integrity upon timeframe.
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, dinner 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 to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request;
 - b) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;
 - 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 databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless

1. Definition of third-party recruiter:

- a. Third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-

