



## **Career Planning & Resources Policies and Guidelines for On-Campus Recruitment**

### **Employer Policies and Guidelines**

The Career Offices of the Claremont University Consortium (Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College) have established guidelines to help facilitate the hiring process for all employers. As members of the National Association of Colleges and Employers (NACE), we ask that our employers be familiar with and honor the [Principles for Professional Practice](#) published by NACE. Please [contact our office](#) with questions.

### **Non-Discrimination Policy**

CP&R requires all employers to comply with all applicable state and federal civil rights laws prohibiting discrimination in hiring and in the workplace, which includes discrimination on basis of race, color, sex (gender or gender identity), sexual orientation, age, marital status, religion, disability, national origin, ethnic origin, or prior military service.

### **Privacy Policy & Disclaimer**

The Career Offices of the Claremont University Consortium and Handshake are committed to maintaining the privacy of personal information provided by students, alumni, and employers. Handshake's commitment to all participants – schools, employers, students/alumni – is to maintain the confidentiality of all information collected in Handshake. Handshake will not sell, transmit, or disclose, in any fashion, this information to any other organization. Handshake is not affiliated with Claremont University Consortium, and therefore, the Consortium cannot guarantee, nor does it otherwise accept responsibility for any portion of this statement that depends on Handshake's representations and its compliance with those representations.

### **Job and Internship Offer Timeframes**

Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information. Students given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances and in the long run, this will improve attrition rates. Consistent with the guidelines of the [National Association of Colleges & Employers](#) (NACE), we ask that students be given at least 2 weeks to make an informed and responsible decision. If you would like to make a full-time offer to a former summer intern, we request that you allow the student until November 15 to accept/decline the offer. This will ensure that the student has the time necessary to explore alternatives and make an informed decision.

### **Exploding offers**

CP&R asks that employers refrain from making "exploding offers" or rescinding bonus offers which put

undue pressure on students to make decisions in a short-time frame or before they have completed the interviewing process. Most students are not ready, nor should they be, to make a final decision before completing all their interviews. Regrettably, pressure to accept early makes it harder for us to enforce our policy against renegeing.

**Note:** Scripps CP&R would prefer that employers not pursue students who have already accepted job offers from another organization.

### **Second Round Interviews**

Ideally, second round interviews should not be scheduled within three days of your first round interviews. Students have classes, exams and other prior obligations that they cannot cancel on a moment's notice. We ask that students not be immediately eliminated from the pool if they can't make their second round interviews due to a prior commitment, but that alternative options are provided. Employers that have been flexible with scheduling are often able to attract and attain the strongest candidates.

Employers should not ask or expect a student to cancel a first round interview with a different company to take their second round interview. This is unfair to the student and creates conflict between companies.

### **Alcohol Policy**

We discourage employers from serving alcohol as part of the recruitment process. Our concern is for your liability and the safety and welfare of our students, especially when attending an off-site event that would require students to drive back to campus safely. Underage drinking is strictly forbidden.

### **Home Office Policy**

Due to liability and risk management issues, CP&R does not allow interns or job applicants into a home office or home training situation.

### **Marijuana-Related Employers 7C Policy**

Although possession and the limited purchase of marijuana is legal under certain conditions in the State of California, possession and/or distribution of marijuana are not legal under federal law. The Drug Free Schools and Communities Act 1989 (DFSCA) provides, "as a condition of receiving funds or any form of financial assistance under any Federal program, an institution of Higher Education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees." Further, under the DFSCA, institutions of Higher Education must employ "standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities." Failure to comply with the DFSCA could jeopardize an institution's eligibility for federal funding, including financial aid programs for students.

In order to ensure compliance with federal law, the Career Centers of The Claremont Colleges will not support the recruitment of students or alumni by marijuana-related employers. This includes, but is not limited to, posting internship or work opportunities, hosting company representatives on campus, promoting job shadow placements, and supporting internships for credit or non-credit.