



Employer Recruitment Guidelines

Skidmore College is pleased that you are interested in hiring a Skidmore student. There are a variety of ways you may interact with our students for recruitment purposes, including but not limited to the following; posting positions, visiting campus, career fairs and interviews. It is the intent of the Career Development Center (CDC) at Skidmore College that students will be given adequate time to give careful consideration to their employment options, and to make informed decisions about their employment upon completing their time here at Skidmore College.

The CDC will work in conjunction with employers to promote job(s) and details through the campus Career Development website, posting on campus bulletin boards, Handshake, direct referral to faculty and/or staff, and/or direct referral to candidates.

If you have questions regarding employer expectations, which are not set forth in this policy, contact us at the Career Development Center cdc@skidmore.edu or (518) 580-5790.

Skidmore Student Philosophy

Skidmore College students promise to attend scheduled meetings or interviews, provide notice of interview schedule changes (in advance to the best of their ability), and withdraw from any recruiting process they do not intend to fully pursue. The Center for Career Development will adhere to a zero tolerance policy for students who conduct themselves unethically and/or unprofessionally during their search.

Employer Expectations, Job Postings and Hiring Practices:

We ask that our recruiting partners please respect and adhere to the below expectations whether you recruit on campus or virtually.

Job Posting – The Career Development Center uses a web-based application system, for all of our online job posting needs. In order to approve your job posting, employers are expected to:

- Post current openings for internships, permanent employment or fellowship opportunities.
- Provide sufficient detail to fully convey to students the essential functions of the job opening.
- Post communications that are free from “sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful content; or anything that is embarrassing or offensive to another person or entity,” as referenced by National Association for Colleges and Employers (NACE) policy guidelines.
- Postings or e-mail communications to students are not intended for advertisements or solicitations for employment.

CDC will review the employer's website and job description for appropriateness prior to approval of the job posting in Handshake.

Interviews – As a best practice, we recommend that employers schedule off-campus interviews with a minimum of 3 days' notice to the student. This time is critical for students to arrange travel and rearrange academic and/or other leadership commitments.

- **Scheduling Needs:** CDC will make every effort to customize interview schedules to accommodate recruiters' needs, and make every effort to ensure that only students who match the employer's stated qualifications and work authorization are able to interview.
- **Candidate Changes:** Employers are expected to notify individuals if they are removed from interview schedules and explaining why they were removed, unless CDC permitted a candidate that was not qualified to schedule. Then the CDC will be responsible to notify the candidate.
- **Cancellations:** The CDC understands that circumstances may arise where employers may need to cancel their interview schedules. The employer should partner with a CDC team member to make sure that all students who were invited to interview are informed of the cancellation.
- **Inclement Weather** – Skidmore College CDC follows the direction of the university for inclement weather guidelines. When the university is closed the Career Development Center is closed and all events are cancelled. The CDC team will work with employers on the best strategy to reschedule canceled events.

Professional Conduct – There are a variety of settings, where students and employers may interact on or off campus, including but not limited to dinners, tours, and career fairs. Regardless of the setting, many of the Skidmore College students are not of legal drinking age, and to facilitate a professional recruitment environment, **ALL** recruitment activities should be alcohol-free.

Job Offer Communication – Skidmore College encourages employers to give a reasonable time for students to respond to an offer. This decision impacts both their future professional and personal life. We ask that employers try to be flexible when working with students who may request additional time to make a decision on an offer. We ask employers who extend offers to allow students up to a six weeks, after the initial offer is made, to make a decision.

Note: Employers, may request an earlier response date that students accept offers by, please provide that date to the students upfront. If you know that you will be accepting an offer, it is good form to respond by the requested date rather than extending the process all the way to the deadline.

Employers should clearly communicate their offer, including a method whereby the student can formally accept, examples might include; electronic offer or written document.

We expect employers to not use undue pressure as a tactic to make a student commit to an opportunity as this can lead to students accepting an offer due to pressure rather than due to fit.

We expect employers to report to the Career Development Center their hires so that the center can track these hires in the system. An email correspondence can be sent to cdc@skidmore.edu with the following information: student name, employer name, opportunity type and job title.

Rescinding Job Offers— If circumstances arise which warrant an employer to rescind a job offer, the employer must first report this to the Career Development Center. Rescinding a job offer means the student must restart their search again. And while we understand that sometimes this may occur, repeat instances may damage the credibility of your organization amongst the student body.

Nondiscrimination Policy - Skidmore College is committed to fostering a diverse and inclusive community in which members develop their abilities to *live in a complex and interconnected world*. Consistent with our educational mission, we recognize ourselves as a community that respects individual identities based on varying sociocultural characteristics, such as race, ethnicity, gender identity and expression, sexual orientation, national origin, first language, religious and spiritual tradition, age, ability, socioeconomic status and learning style. We expect all employers to comply with U.S. and State employment laws with regard to the Equal Employment Opportunity Commission (EEOC) and we recommend including an EEO statement with all job descriptions.