

# Employer Recruitment Policy

## **Equal Opportunity Statement:**

AN EQUAL OPPORTUNITY EMPLOYER - The University of Delaware is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran or disability status, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes. The BOA Career Services Center at the University of Delaware will work solely with employers that abide by the University's equal opportunity standards.

## **Professional Conduct Statement:**

Employers that utilize the services provided by the BOA Career Services Center and employment professionals who work at or represent those employers shall:

- Supply accurate information on their organization and the employment opportunities available at their organization; and
- Refrain from any practice that improperly influences or affects job applicants.

## **Disclaimer:**

The BOA Career Services Center honors students' prerogatives to consider all types of career opportunities and does not endorse specific organizations that may post jobs in Blue Hen Careers or participate in UD's on-campus interviewing program. All discussions concerning particular positions or the terms and conditions of employment are conducted directly between the student and the employer. By offering its services to facilitate discussions between students and off-campus employers, the BOA Career Services Center makes no representations or guarantees regarding the qualifications/credentials/suitability of the students that utilize the Blue Hen Careers system.

## **Career Services has adopted the National Association of Colleges and Employers (NACE) Criteria for an Experience to Be Defined as an Internship:**

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.

- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

In addition, if your organization does not intend to provide compensation for internships, we recommend that you familiarize yourself with the Fair Labor Standards Act as it relates to Internship Programs --

<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

### **Requirements for Posting:**

In accordance with applicable law and the policies of the BOA Career Services Center, job postings will not be accepted or allowed if they violate any state or federal law. The BOA Career Services Center will not post jobs that unlawfully limit or discriminate against applicants on the basis of race, creed, color, gender, age, religion, national origin, veteran or disability status, or sexual orientation. Prior to posting job opportunities, the university reserves the right to decline any posting which, in its sole discretion and judgment, are not fully compliant with federal and state antidiscrimination laws or are inimical to the mission of the University of Delaware.

In addition, no user may post:

- A position or employment opportunity involving franchise, network marketing, club membership, distributorship or sales representative agency arrangements;
- A position or employment opportunity that requires an up-front or periodic payment; No fees (application or other) may be charged by the employer before an offer of employment is made;
- A position or employment opportunity requiring recruitment of other members, sub-distributors or sub-agents;
- A job listing with a company the name of which is unknown or not identified;
- Positions in private homes, including part-time or summer jobs such as but not limited to child care and home maintenance.

### **Acceptance of Job Offer Statement:**

The University of Delaware's Career Services Center firmly believes that allowing students adequate time to make an informed decision whether to accept or decline an offer is in the best interest of both students and employers. Students feel more secure in their choices after they have analyzed all the information available to them, and employers can feel more confident that students have accepted their offer with every intention of honoring their commitment.

The UD Career Services Center follows the *Reasonable Offer Deadlines Guideline* as set forth by the National Association of Colleges and Employers (NACE). While the entire guideline can be read in full, below is part of the guideline emphasized by the Career Services Center at the University of Delaware. The full Guideline can be found here:

[http://www.naceweb.org/principles/reasonable\\_offer.htm](http://www.naceweb.org/principles/reasonable_offer.htm).

The Career Services Center asks employers to provide fair and reasonable time periods for students to evaluate employment offers prior to making a decision that will affect their future careers and personal lives. Career Services will work with both the student and employer when and if these guidelines are not followed. The guidelines are in place to help Career Services determine the course of action on a case by case basis.

### ***Reasonable Offer Deadlines Guideline from NACE***

In a robust and fast-paced job market for graduates and interns, some employers attempt to mitigate the effects of job-market competition with practices, including providing giveaways to students between the offer and the decision; providing financial incentives for accepting an offer; or requiring students to accept job offers within a short time frame. In some instances, students accept offers, continue their job searches, and renege on their accepted job offers if they find "better deals."

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.

Employers can use offer deadlines to assist in planning a recruitment strategy. The offer deadlines are influenced by the available candidate pool, the available recruitment opportunities, and anticipated staffing needs. Definitions of sufficient time for these offer deadlines vary, given industry standards, students' prior experience with the employer, offer timing, quality of student, and proximity to graduation date/start time. Some issues that employers may wish to consider when establishing their offer deadlines are:

- **Housing**—Does the student have sufficient time to research housing costs and availability?
- **Proximity to graduation**—Does the student have time to explore a wide range of options?
- **Time to make offers to other students if initial offers are not accepted**—Will the student pool be sharply decreased by a delay?
- **Prior experience with candidate**—Does the student believe prior internship will lead to a job offer?
- **Impact of technology**—How quickly offers can be extended along with offer details, such as salary, benefits, and bonuses?

To further illustrate deadline issues, consider these scenarios and how time frames can be interpreted differently.

- A student who will graduate in December receives an offer in October from a local employer. This employer gives the student one week to respond. If the student had already attended career fairs, explored other opportunities, or had a geographic preference, this time frame *may* be reasonable.
- A student interned with ABC Company during the summer and will graduate the following May. ABC Company extends an offer at the end of the summer and asks the student to respond by mid-September. This may be unreasonable if the student wants to explore other opportunities. However, it may be reasonable for the employer to request a decision by the end of November.
- A top engineering student plans to graduate in May, but participates in the fall career fair and campus interviews. An employer extends an offer and signing bonus at the end of October, requesting a decision within two weeks. The bonus decreases after one week and is eliminated if the student doesn't accept within two weeks. The student asks for an extension and is given one additional week to decide, but the original signing bonus still expires after two weeks. This is likely undue pressure as the student has up to six months remaining to explore opportunities and may face financial loss by not accepting the offer.
- A student graduating in May recognizes that XYZ Company typically recruits in the fall. The student is an aggressive early job seeker, makes contact with XYZ, and receives an interview. XYZ Company tells the student it will not extend offers to May graduates until it has commitments from December graduates. The student has other pending offers and wants to make a decision well in advance of graduation. The student pressures the employer to extend an offer now. The student is likely placing undue pressure on the employer who is up front about recruiting practices and recognizes that there is still time for the student to evaluate opportunities.
- A student receives an offer for a summer internship at a slightly lower-than-expected rate of pay; however, the employer and specific opportunity are very appealing to the student, so the student is tempted. However, the internship requires relocation to a major metropolitan area in another area of the country and the employer provides no assistance with housing or relocation for interns. The recruiter gives the student three days to decide on the offer. The student expresses interest in the job and concern that he/she won't be able to determine if he/she can locate affordable housing in so little time, but the recruiter does not yield on the deadline. This is likely undue pressure.

If you have any questions or comments, please contact a BOA Career Services Center Employer Relations staff member at 302-831-2391 or [recruitbluehens@udel.edu](mailto:recruitbluehens@udel.edu).

This policy is subject to change without prior notice. All Employers are still subject to the terms of this policy.