

Policies and Guidelines for Recruitment

If Calvin College's Career Center has concerns about an organization's business or practices, we reserve the right to deny the employer access to our services. Here are our general policies.

We offer the following employer services:

- Information sessions: meetings hosted by organizations for students to learn about internship, career or educational opportunities, not to exceed four visits per year per organization.
- On-Campus Recruiting consists of two options:
 - Johnny's displays: Reserve a display table (usually only on Wednesdays) to recruit for employment or internship positions, not for solicitation of goods or services.
 - On-Campus Interviews: Employers with current or anticipated vacancies may schedule interviews on Calvin's campus. Interviews are coordinated through Handshake. Recruiters may visit twice per semester, not to exceed four campus visits per year.
- Career and internship fairs.
- Position postings: We will post opportunities on Handshake, used by Calvin students and alumni.
- Other partnership opportunities: We offer additional opportunities for employers to become involved with helping students, such as critiquing resumes, offering presentations on topics requested by our office, sponsoring events, and practice interviews.

Employers or other organizations who wish to use our services must:

- Have current or anticipated job openings for college graduates or interns.
- Have an "employer-employee" relationship and not charge fees to employees, other than professional licensure fees that may be necessary for employees.
- Subscribe to the Equal Employment Opportunity (EEO) established by the federal and Michigan governments.
- Not use resumes posted on Handshake to solicit candidates for direct sales, independent contractor, franchising, or other positions where there is not an employer-employee relationship, though they may post positions if the opportunity is clearly explained.
- We will not coordinate recruiting for or post positions that entail residential door-to-door commission-based sales.

Principles for Professional Conduct:

- Employment professionals will refrain from any practice that improperly influences and affects job acceptances.
- Employment professionals will work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- Employment professionals will supply accurate information on their organization and employment opportunities.

Internship Employers:

- Internship employers should accurately represent positions offered.
- Internship employers should be responsible for the ethical and legal conduct of their employees throughout the internship experience.
- Internship employers should honor the College's policies and procedures for supervising interns, including providing a supervisor for the student who is an expert in the field in which the student is interning.
- Internship employers should pay for any required license or training fees.
- Interns should incur no work-related debt or expense.

Third Party Agencies (temporary agencies, temp-to-hire agencies, search firms, etc.) must:

- Disclose vacancy position(s) and employer he/she represents for recruiting activities.
- Acknowledge that the Career Center may verify with employer the third party's recruiter relationship.
- Charge no fees associated with a position to candidates.
- Understand that they may be excluded from some activities at the Career Center's discretion.