

## **Employer Guidelines**

Thank you for using Berry College as a resource and partner in your recruiting. We are confident that the liberal arts skills developed by students at Berry College will allow them to make strong contributions to your organizations. We consider employers to be our *educational partners*: mentoring students, teaching real-world skills and preparing graduates to enter the job market.

Berry College Career Center is a member of the National Association of Colleges and Employers (NACE), the national professional association to facilitate the employment of the college educated. As members, we abide by the [Principles for Professional Practice](#), an ethics document that serves as the framework and foundation for practices within the career planning, placement, and recruitment processes. We expect all employers recruiting at Berry to follow these guidelines in addition to the ones listed below.

Final approval to use Berry College facilities rests with the Director of the Berry Career Center and may be revoked if these guidelines or the NACE principles are violated. Permission to use Berry College facilities does not imply College approval or endorsement of the recruiting organization or its policies, practices or products/services.

### **Campus Recruiting and Involvement**

We invite you to participate in recruiting on our campus in the following ways:

- Develop your relationship by creating an account and posting positions on College Central Network, our career management system
- Develop a recruiting strategy that can also include our on and off campus career/internship fairs and campus events
- Interview individual candidates on campus (open sign up or pre-screen)
- Host information tables to distribute career literature or host an information session about your organization of your industry to students
- Give employer presentations at events, classes or student organizations
- Provide support for mock interviews, resume critiques or special events (i.e. etiquette dinner, networking events, etc.)

Employers should ensure that all recruiting professionals are trained and understand how to professionally represent their employer. They should also not solicit or sell their products during the course of recruiting.

The Career Center staff is looking forward to connecting you to candidates who will meet your recruiting needs. If you have questions and want to discuss your recruiting needs or to volunteer to assist with a campus program, please contact Sue Tarpley, Director of the Career Center at 770.236.2292 or [starpley@berry.edu](mailto:starpley@berry.edu).

### **Scheduling campus visits and events**

**We ask that all Berry College recruiting events be coordinated through the Berry Career Center to ensure that all campus partners are informed of your visit. We require that you schedule information tables and/or sessions at least two weeks in advance to ensure proper planning and marketing. Please keep in mind that our recruitment timeframe generally begins two weeks after the beginning of the semester and ends one week prior to the end of classes. Requests to speak to classes,**

organizations, etc. should ideally be scheduled in advance of the beginning of the semester so as to find an appropriate time for your visit. If you would like to be involved in Career Center semester programming (workshops, critiques, mock interviews, etc.) let us know and we will work to schedule you and also contact you as needs arise.

If your organization would like to provide food during your information session, please let us know in advance so that proper arrangements may be made.

Career Fair registrations are completed through College Central Network.

#### **Event cancellation**

If you are unable to attend a scheduled event or interview at Berry, we ask that you ask a colleague to cover for you at the event. If that is impossible, we ask that you contact us at least 48 hours in advance in order for us to secure a replacement.

#### **Employer Approval for Posting an Internship or Full-time Job**

You may post an internship or full-time job, at no cost, by logging into Berry's [College Central Network \(CCN\)](#), our online employment database powered by College Central.com. All employers posting information for Berry students and alumni must abide by all state and federal rules and regulations pertaining to fair and equal employment opportunities.

Please check to see if your organization has already registered in College Central Network before you create a new account. Contact Sylvia Howard at 770.236.2292 or email her at [showard@berry.edu](mailto:showard@berry.edu) with questions or if you would like help posting your full time, part time or internship positions.

#### **Positions that will not be posted**

The Berry College Career Center will not post the following positions: commission only positions, volunteer positions, positions that require candidates to purchase products, companies using a pyramid or multi-level networking structure or those encouraging the recruitment of others to increase sales. We also do not post positions where students would work alone with a sole entrepreneur in a residential environment.

#### **Third party recruiter guidelines**

Berry College follows the [NACE guidelines for involvement with Third Party Recruiters](#). Third party recruiters may post jobs in CCN under the following circumstances:

- Only third-party recruiting entities that have actual, full-time, temp-to-hire or direct-hire positions available will be allowed to post those positions through the Berry CCN. In most situations, the actual client for which the position is being advertised must be revealed in the job description. In certain situations, the Director of Career Center may make an exception and not require the client be revealed in the job posting. In these cases, the Third-Party Recruiter must still reveal the name to the Director.
- All student information obtained from our database is kept confidential unless students consent. This is consistent with Family Educational Rights and Privacy Act (FERPA).
- Resumes obtained through CCN cannot be kept for further searches without written student consent.

#### **Confidentiality of Student Information**

By completing the College Central Network registration form and submitting resumes and other application materials for opportunities posted on CCN, students provide the Career Center authorization

to release employment materials to those selected prospective employers. Employment professionals must maintain the confidentiality of all student information released to them, regardless of the source, including personal documents, written records/reports, and computer databases. This means that there should be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations, in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Equal Employment Opportunity (EEO)**

All employers must comply with all federal and state statutes and College policies relating to nondiscrimination, including but not limited to discrimination on the basis of race, color or national origin, sex (including sexual harassment), sexual orientation, gender identity and expressions, age and disability.

### **Accurate Information**

Employers are expected to provide accurate information about their organizations and employment opportunities. This includes, but is not limited to: positions available, position responsibilities, career advancement opportunities, salary and benefits, and location.

### **Timely Communication**

Employers are expected to inform students of their status in the hiring process and communicate hiring decisions within the agreed upon time frame between the employers and the students.

### **Reporting Salary/Hiring Information**

We ask that employers inform the Career Center of all offers of employment (professional positions and internships) that are extended to students. The Career Center wants to ensure accurate statistics regarding student's job offers, acceptances and salary. Organization's employment records are kept strictly confidential, and used only for statistical purposes.

### **General Campus Policies**

We ask all employers to respect Berry campus policies while recruiting. Participants are expected to cooperate with all reasonable requests made by members of the Career Center staff and all reasonable requests of any person acting in an official capacity as a representative of the college. If questions or concerns arise during your visits, please contact a member of the Career Center staff for assistance.

### **Alcoholic Beverages**

In compliance with the Berry College policy prohibiting the use of alcoholic beverages, employers should not serve alcoholic beverages at any employer-related functions held on or off campus.

### **Exceptions to Guidelines**

The Career Center reserves the right to make exceptions to these guidelines as warranted by special circumstances, i.e., in certain situations deemed to be acceptable and beneficial to our students, the Career Center, the College, or recruiters using our services. Such exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in procedure, nor is there a guarantee that this same decision will apply in the future.