Caltech Career Development Center (CDC)
On-Campus Recruiting Policies for Recruiters

Introduction
All employment professionals participating in the On-Campus Recruiting Program are required to work within a framework of professionally accepted recruiting, interviewing and selection techniques as stipulated in the National Association of Colleges and Employers (NACE) Principles for Professional Practice, as well as the Nondiscrimination Policy of Caltech.

All organizations that recruit at Caltech are bound by the following policies. These policies are applicable to organizations who recruit Caltech students via On-Campus Recruiting (OCR), including NACElink, network events, social gatherings, information sessions, fairs and presentations, and, club events. Please communicate them to all of your recruiters and interviewers.

Registration
All employers must register on NACElink in order to participate in OCR events.

Contacting Students
Student contact information should only be obtained through NACElink. Students may only be contacted via the information provided in the system or on their resumes. Students should not be contacted through Facebook or other social media sites.

On Campus Events
We believe in open access for all students. All events on campus must be open to all Caltech students, regardless of academic level. You may target specific degree levels or options, but all students must be able to attend. ALL employer visits to campus must be reported to the CDC office and posted on NACElink. Recruiting events encompass all social gatherings, networking events, information sessions, fairs and presentations where a representative of a company will be interacting with students or postdoctoral scholars.

“Club” and Social Events
Recruiters may not contact clubs to set up information sessions or other OCR events. All information session requests must be made through NACElink and once scheduled you may reach out to appropriate clubs. Student clubs may only sponsor career-related events in conjunction with the AND if the CDC is consulted from the inception.

Contacting Faculty
Recruiters may not contact faculty to set up OCR events or interviews.

Use of Facilities
All room reservations must be made through the CDC.

Refreshments
You may provide refreshments at your own cost. Refreshments are not required, however. We have prepared a list of vendors for your convenience which may be obtained by contacting the recruiting coordinator.
Attendees
OCR events are exclusively for Caltech students, postdoctoral scholars and alumni. Attendees who are not affiliated with Caltech may not be invited, and recruiters who invite such non-Caltech attendees may be banned from further recruiting at Caltech. After the event, the recruiter or presenter must supply the CDC with a sign-in sheet from the event.

Athenaeum Events
If you wish to hold an event at the Athenaeum, please send us an email with the pertinent event information: date, time, number of attendees, and reason. We will fill out the event sponsorship paperwork and submit it on your behalf. You are responsible for all financial obligations associated with an event at the Athenaeum. Unless you are given special permission, events at the Athenaeum should only be for Caltech students, alums, and postdoctoral scholars.

Alumni House Events
Any employer wishing to hold an event at the Alumni House must first notify the CDC. The CDC will then collaborate with the company and alumni office staff to coordinate event plans.

Alcohol
Use of alcohol at any time during the recruiting process not permitted, on or off campus.

On Campus Interviews
All on-campus interviews, as with all OCR events, must be scheduled in NACElink. Students must apply and submit materials to your position(s) through our online system, NACElink, to be eligible to interview with you when you visit Caltech. If you will be interviewing a student that has not submitted a resume via NACElink, please ask them to do so prior to their interview appointment. You must have an interview schedule in NACElink. You cannot block out a room for interviews (“room only” reservation) via NACElink unless you choose pre-select and/or open interviews. On-campus interviews are solely for Caltech students, alums and postdoctoral scholars.

CDC Office Hours
The office hours of the CDC are 8:00am – noon and 1 p.m. -- 5:00pm. Interviewers using the CDC office for interviews may only schedule and conduct interviews during the CDC’s office hours.

Cancellations
If you must cancel and interview day, we request that you cancel as early as possible, and in no event later than the employer preselect date.

Recruiting Calendar
Fall term: September 6 - November 18
Winter term: January 9 - March 2
Spring term: April 2 - May 18

Summer Recruiting
We typically do not schedule recruiting events during the summer because few of our students are on campus. We will allow events to be scheduled if the event is scheduled at least 30 days in advance so that students have ample time to make travel arrangements if they wish to attend.
Job Announcements
All jobs must be posted on NACElink prior to being circulated to Caltech clubs and organizations.

Job Offer and Decision Timeline
According to the Principles for Professional Conduct established by NACE, "Employers are expected to provide students with a reasonable amount of time to make decisions about accepting an employment offer. [Employers] are also expected to provide students with a reasonable process for making such decisions. In addition, it is improper for employers to impose undue pressure on students regarding acceptance of job offers, including pressure on the student to revoke their acceptance of a job offer from another employer".

The CDC 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.

We encourage employers to allow students to fully participate in OCR opportunities before making a decision. For that reason, we request that students are given until one day past the end of that term’s recruiting cycle to make a decision or two weeks, whichever is later, to respond to job offers.

Exploding Offers/Excessive Pressure
In addition to allowing students to fully participate in OCR opportunities before making a decision, employers should not make offers or pressure students to accept “early” offers by attaching incentives involving diminishing bonuses, reduced options for location preferences, etc. for an early response time.

Second Round Interviews
The CDC does not permit students to cancel first-round interviews to attend second-round interviews. Students who do so face suspension of their campus recruiting privileges. We have established the following expectations for employers to ensure students’ ability to comply with our second-round policy:

- Employers scheduling second-round interviews must give a minimum of three (3) full business days’ notice of a second-round interview in an off-campus location (Example: for a Wednesday interview, students must be notified by the previous Thursday).

- In all cases, employers must offer alternative dates, without negative consequences, for a second-round interview if the date originally suggested by the employer interferes with a student’s first-round interview on campus, an exam, or other valid appointment.

Full Disclosure
Start dates:
All offer letters must include a start date. Candidates who interview with employers on campus expect to start work after graduation and by mid-September at the latest. Employers who anticipate start dates later than October 1 must disclose this to the CDC when scheduling campus interview dates and to students through the posted job description in NACElink.
Basis of compensation:
For employers to participate in OCR events, they must offer bona fide positions that do not require new hires to pay a fee for training or other job-related expenses. Employers who compensate employees based on a partial commission must give an accurate estimate of expected earnings. Employers who compensate employees based solely on commission are ineligible to participate in on-campus interviews.

Timely Communication
Employers are expected to keep students informed of their status in the hiring process and to communicate hiring decisions within a reasonable time frame.

Rescinding Employment Offers
Employers who cannot avoid rescinding or deferring employment offers should carefully review the guidelines and follow the NACE recommendations issued in their position statement. The CDC encourages employers to consider every alternative before revoking an offer of employment.

NACE recommends that employers who must revoke a commitment demonstrate they have done everything possible to avoid rescinding offers, and to then consider alternatives. These may include changes in job responsibilities, salary reduction and/or reduced work weeks, changes in job locale, delayed starting dates, and other reasonable options.

http://naceweb.org/rescinded_offers/

Use of Social Networking Sites in Selection of Candidates
Recently NACE reported that a significant percentage of employers are using social networking sites such as Facebook and MySpace to screen potential candidates. As an employer participating in OCR events, we expect you will provide a clear explanation of your selection process to potential candidates. If you consider the content of a Facebook or MySpace profile in evaluating a potential employee, we request that you state this in your job description for any OCR events.

Third Party Recruiting
Third parties (employment agencies, contracted consultants, and search firms) may participate in OCR events provided that they recruit for only one employer and they identify that employer and the positions they seek to fill to the CDC and candidates.

Non-Discrimination
The CDC prohibits discrimination on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, disability, or veteran status as specified by federal, state, and local laws and regulations.

Confidentiality Policy
All materials received from our students (letters, resumes, transcripts, via email or hard copy), should be shared only with those persons at your firm involved in the hiring process. Forwarding these materials potentially embarrasses applicants or compromises their current employment; it also creates a negative impression of your organization.
Consequences
Employers violating any of these policies may receive deferred interview dates or be denied access to the recruiting program for the following season. Each circumstance is evaluated independently, on the level of the violation and related factors.

Students who violate our policies are required to meet with CDC staff; each case is considered individually. Consequences range in scope and can include forfeiture of all campus recruiting privileges.

Recruiting/Hiring Tracking and Data
The CDC sends out an annual survey during the summer requesting data from the previous year. This survey must be completed by the start date of the upcoming recruiting season in order for the employer to maintain the right to come to campus.