

# Employer Guidelines

The Career Center has implemented these guidelines to create a professional environment where students, alumni and employers can interact. As a member of the Johns Hopkins University community, the Career Center bears a unique responsibility to do our best to ensure a positive experience for our clients— students, alumni and employers alike.

The Johns Hopkins Career Center serves students and alumni of the full-time programs of the Krieger School of Arts & Sciences and the Whiting School of Engineering. Our recruiting services are not available to other individuals, including those affiliated with Johns Hopkins in another way (such as a part-time student or a student enrolled in other divisions). The Career Center will do its best to facilitate your interactions with other career offices at Johns Hopkins whenever desired.

## Guidelines for all Recruiting Activities:

The following guidelines apply to any organization participating in recruiting activities at Johns Hopkins University, including On-Campus Recruiting. (Please read the additional On-Campus Recruiting guidelines below.) The Career Center supports the entirety of the NACE Principles for Employment Professionals and Third Party Recruiters. Several of these principles have been highlighted because they merit special attention. A complete listing of these principles can be found at [www.naceweb.org](http://www.naceweb.org).

### I. Highlighted NACE Principles

- a. Recruiters will refrain from any practice that improperly influences and affects job acceptances, including undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer.
- b. Recruiters will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities.
- c. Recruiters will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will 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.
- d. Recruiters will follow the policies of the Career Center also when interacting with other Johns Hopkins administrators, student groups, or academic departments.
- e. Serving alcohol should not be part of the recruitment process.

### 2. Third-Party Recruiters

Third-party recruiters may utilize the Career Center's recruiting services in line with the following guidelines.

- a. Third-party recruiters will not disclose student information in any way to any employer or other person or entity without obtaining prior written consent from the student.
- b. Third-party recruiters attending career fairs will disclose the names of the represented employers to the Career Center if requested.
- c. Third-party recruiters may post full-time jobs and internships in the Career Center's MonsterTRAK job and internship database.

- d. Third-party recruiters may not participate in on-campus interviews or resume drops.
- e. Third-party recruiters may participate in the Career Center's Resume Referral program under the following conditions.
  - i. Third-party recruiters must provide an employer name, position title, and job description in writing (via email or otherwise) before receiving resumes. The Career Center will not contact the employer or communicate the employer's name to students.
  - ii. Third-party recruiters must agree in writing (via email or otherwise) that resumes received will not be used for any employer or position other than those provided to the Career Center.

### **Additional Guidelines for On-Campus Recruiting:**

The following guidelines apply to employers participating in On-Campus Recruiting at Johns Hopkins University. On-Campus Recruiting includes interviews, resume drops, career fairs, and information sessions.

#### **1. Contact Information**

Whenever possible, employers should provide contact information in their position descriptions (i.e., name and either a telephone number or an email address) to students when participating in On-Campus Recruiting. The Career Center reserves the right to provide employer contact information to students under appropriate circumstances, even when an employer has elected to hide this information from student view.

#### **2. Alumni Representatives**

The Career Center encourages the involvement of JHU alumni in recruiting activities. However, under no circumstances should a Johns Hopkins student or alumnus/a represent an employer on campus in a recruiting capacity during any year in which he/she is also utilizing the Career Center's recruiting services as a job seeker.

#### **3. Greeters**

When interviewing on campus, employers may bring up to two greeters in addition to their interviewers. Greeters may speak quietly with interviewing students in the Career Center's library area.

#### **4. GPA**

Grade Point Average (GPA) may not be used as a criterion that would prevent a student or alumnus from submitting a resume to an employer using On-Campus Recruiting.

#### **5. Recommended Recruiting Dates**

To achieve the best recruiting results, recruiters should adhere to the recommended recruiting dates established by the Career Center for the current year. These dates can be found on the Career Center's website at [www.jhu.edu/careers/employers.html](http://www.jhu.edu/careers/employers.html). Employers engaged in recruiting early in the fall or spring semesters or during the January Intersession should make their recruiting information available to the Career Center at the earliest possible time so that proper advertising can take place.

#### **6. Extending Offers**

Employers may extend offers for full-time and/or internship positions at any time; however, adequate time must be allowed for students to evaluate offers. Employers should allow students to participate in recruiting activities through the end of the current recruiting period. This means that offers extended during the summer or fall semester should not expire before Thanksgiving, and offers extended during the spring semester should not expire before Spring Break. Offers (inclusive of bonuses and other incentives) may not expire before this time or until at least three weeks after the written offer date.

## **7. Second Round Interviews**

Second round interviews must be scheduled in a way that does not interfere with student class schedules and previously scheduled first round interviews. To this end, second round interviews taking place outside the Greater Baltimore/Washington, D.C. area may not be scheduled less than one week after the first round interview.

Employers will coordinate with individual students to make second round interview arrangements. In addition, employers will communicate the dates of their second round interviews with the Career Center at the earliest possible time.

**If you have any questions regarding these policies, or if you have concerns regarding a Hopkins student's participation in recruiting activities, please contact the Career Center at 410-516-8056 or [recruit@jhu.edu](mailto:recruit@jhu.edu).**