

## Policies and Guidelines for Employers

All employment professionals participating in our recruiting program are required to work within a framework of professionally accepted recruiting, interviewing and selection techniques as stipulated in the [NACE Principles for Professional Practice](#). By posting a position for our students on CareerLink, participating in on-campus recruiting, or conducting presentations on campus, you indicate that you agree to these policies.

Employers are expected to:

- Ensure their job descriptions are accurate, and include accurate descriptions of the work and accurate depictions of the compensation offered.
- Refrain from recruiting, considering the applications of or extending offers to candidates who have already accepted offers.
- Use valid, job related criteria when evaluating candidates.
- Follow all federal laws regarding equal employment opportunity and minimum wages. Federal laws prohibit job discrimination based on race, color, sex, national origin, religion, age, equal pay and disability. These guidelines are available from The U.S. Equal Employment Opportunity Commission. In addition, The New York City Human Rights Law prohibits discrimination based on gender (including gender identity and sexual harassment), sexual orientation, marital status, and partnership status.
- Honor all commitments made on its behalf.

Failure to meet any or all of these expectations may jeopardize an employer's ability to continue to recruit at Columbia Mailman School. The Office of Career Services reserves the right to make decisions regarding an employer's participation in its recruiting programs, at its discretion.

### Event Scheduling

In order to ensure the best possible attendance at on-campus presentations and events, we request that employers reach out to OCS to in the summer prior to their fall recruiting programs; or with at ***least 6 weeks notice*** prior to scheduling an event, in order to best accommodate employers, find space on campus, and promote the event to students. We cannot guarantee accommodation of employers who request events with less than 6 weeks' notice.

### On-Campus Interview Program

Only current Mailman School of Public Health students are allowed to participate in the On-Campus Interview Program. We ask recruiters to be responsible for scheduling the interviews.

### Interview Policies/Offer Deadlines

We request employers to give students at least 72 hours' notice prior to scheduling an interview. Employers must accommodate student requests for alternate second-round interview dates if they present a legitimate scheduling conflict.

In order to be fair to students, we ask employers to allow students two weeks from the date a written offer letter is received to make a decision. For employers participating in on-campus recruitment, we ask recruiters to follow these procedures:

Students will have ***two weeks from the date a written offer letter is received*** or until the deadlines below, whichever is later.

- For full-time offers extended to previous summer interns, students have until **October 30, 2015** to make a decision.
- Students interviewed for full-time positions have until **November 13, 2015** to make a decision.
- For internship offers extended to previous summer interns, students have until **February 26, 2016** to make a decision.
- Students interviewed for summer internships have until **March 4, 2016** to make a decision.

### Career Fair Cancellation Policy

Employers who no-show or cancel their attendance the week before a career fair may be barred from attending future career fairs for a period of time.

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## Rescinding or Deferring Employment

Employers needing to rescind or defer employment should carefully review the guidelines and follow the NACE recommendations issued in 2002 in their [Position Statement on Rescinded and Deferred Employment Offers](#).

## Student Complaint Procedures

The Office of Career Services (“OCS”) understands that employers strive to maintain a professional demeanor during all of their interactions with students. However, occasionally we receive complaints from students about offensive, insensitive, and/or discriminatory behavior on the part of employer representatives. If our students encounter any such behavior, they are instructed to contact our office immediately.

When OCS receives a complaint from a student, the Office of Career Services may take one or more of the following actions:

- Call the employer involved to discuss the incident(s) giving rise to the complaint and seek clarification regarding the conduct in question. To the extent that the OCS concludes that the employer, while fully intending to comply with the Mailman School’s Policies and Guidelines Applicable to Employers, acted improperly, the OCS will request that the improper conduct be modified. If OCS determines that conciliation is possible and may be useful, he/she may work with the student and the employer to resolve the matter in a manner agreeable to both parties.
- Ask the student to file a formal, written complaint, addressed to OCS. Once OCS reviews the complaint, if the OCS determines that there has been a violation of the Policies and Guidelines Applicable to Employers, it may respond by:
  - placing the offending employer on probation for a specified period;
  - barring the employer from participating in recruiting activities managed by the Office of Career Services for a specified period.

## Third-Party Recruiters

While the Mailman School’s Office of Career Services allows third-party recruiters (staffing firms) to post positions on the Mailman School’s job board, we do not typically grant access to our resume books or career fairs to third-party recruiters.

## Fee-Based Programs

The Office of Career Services Mailman School allows employers to post positions in rare cases which have a small application fee (for example, civil service examinations with fees). However, we do not post positions which charge students a significant fee (for example, tuition-based work abroad programs; programs with significant required training fees that candidates must pay prior to employment, etc.).

## Safety

Employers will offer students a safe and appropriate work environment for students.

## Wages

Employers will pay wages to students as agreed upon and as stipulated by the New York State Department of Labor.