

EMPLOYER CODE OF CONDUCT



SCHOOL OF
PUBLIC HEALTH
Office of Career Services

In order to facilitate a positive recruitment process, we require employers and their representatives, including but not limited to employees, recruiters, and student ambassadors, (hereinafter referred to collectively as “employers”) to behave in a manner that best exemplifies the values of their organizations and that comports with the Principles for Employment Professionals of the National Association of College and Employers (NACE), the Indiana University Career Development Center’s Employer Policies, and the following guidelines.

Guidelines:

- All on-campus recruitment must be pre-approved by career services offices. This includes, but is not limited to, class presentations and tabling.
- Respectful language and behavior is expected at all times when engaging with or around students and staff.
- All employers must refrain from applying undue pressure to students and career service employees. This expectation includes, but is not limited to the following:
 - Employers must refrain from putting undue pressure on students to attend recruitment events or to apply for opportunities with the organization. Whereas assertive recruitment is appropriate, aggressive recruitment is not (examples include: unsolicited or excessive phone calls, unsolicited emails to students, etc.).
 - Exploding offers, offers that do not afford a candidate the appropriate time to either accept or decline, are unacceptable. For example, an offer with a 48-hour window or less would be an exploding offer. Employers are to refrain from exerting any undue pressure on candidates to accept a job offer.
 - Employers should not try to persuade students to renege on employment offers from other companies under any circumstances. This would be a direct breach of the recruiter code of conduct and ethics.
- All organizations are required to abide by IU’s anti-discrimination policies (policies.iu.edu/policies/ua-01-equal-opportunity-affirmative-action/index.html).
- Employers that misrepresent employment opportunities risk losing access or privileges to recruiting resources.
- Employers must adhere to the U.S. Department of Labor Guidelines for Unpaid Internships (dol.gov/agencies/whd/fact-sheets/71-flsa-internships).
- Additionally, employers must also adhere to the expectations of the individual IUB entities with whom they are working (i.e.: Kelley School of Business, SICE, etc.).

By participating in on-campus recruiting services, employers agree to comply with the above University policies and guidelines. In the event an employer violates these guiding principles, or student complaints are filed regarding an employer, Indiana University Career Services reserves the right to ask that employer to leave campus immediately. Indiana University also reserves the right to review, deny, or revoke employer recruitment access and participation at any time, which could include removal of any active job postings.

If an employer is also a student of the university, that student may forfeit some or all access to the career services designed for students if the student is found to violate some or any of these guiding principles.