



### **Overview**

The College of Business wants all of our students to be gainfully employed upon graduation and faculty and staff are key components to assisting students and employers with job placements. While assisting our students and employers, we must understand the legal and ethical implications that factor into our interactions with them. To ensure we are providing the highest quality recruiting experience for students and employers, we acknowledge and abide by the **six essential principles** set forth by the [National Association of Colleges and Employers \(NACE\)](#). Please consider these **principles** when working with employers and students for employment related endeavors.

All candidates should have **equal access to the opportunity** for open and free selection of employment opportunities consistent with their personal objectives and optimum use of their talents. Therefore:

1. Both colleges and employers should support informed and responsible decision making by candidates.
2. All aspects of the recruiting process should be fair and equitable to candidates and employing organizations.
3. University employees involved in recruiting should provide generally comparable services to all employers, regardless of whether the employers contribute services, gifts, or financial support to the college, department, or office, and regardless of the level of such support.
4. As required by the Family Educational Rights and Privacy Act (FERPA), any disclosure of student information outside of the educational institution will be with prior consent of the student unless health and/or safety considerations necessitate the dissemination of such information. Sound judgment and fairness shall be exercised in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer databases.
5. Any recruitment activities through student associations or academic departments should be conducted in accordance with accepted ethical, equal employment and legal practices.

### **FAQ**

**An employer contacted me seeking my “top” students and asked that I send the company/organization a list of these students. Can I refer my top students to them?** In compliance with the principles stated above, university employees should first refer the employer to the Office of Student Enrichment who will assist the employer with posting the position on ClemsonJobLink (CJL), the university’s online job board. Posting the job on CJL allows all students equal access to the opportunity. Once the position is posted on CJL, you can then discuss the opportunity with students you believe to be qualified and encourage them to apply; however, you cannot provide names of “top” students to employers.

**I was contacted by a recruiter and asked to announce an open position in my class. I want to help my students find the best jobs and this employer is a great supporter of the university. Is making an announcement or forwarding the e-mail ok?** Yes, after the job has been posted on CJL! There are legal and ethical issues involved with sharing an opportunity with a select group of students and by posting the job on CJL for all to see, the University can avoid liability.

**I have a student in my class that I think would be a great fit for an employer with whom I closely work. Can I refer the student to the employer?** You should never refer a student to an employer without obtaining the student’s permission via the Student Reference Request and FERPA Release Form. In addition, you should obtain the employer’s permission. Once all permissions are obtained, contact information for the employer can be given to the student and the onus should be placed on the student to connect with the employer.

**A student asked that I be a reference for them. They are a top notch student and I want to assist them by writing a letter of recommendation. What does this entail?** First, you should have the student complete the Student Reference Request and FERPA Release Form granting you



permission to provide written and/or oral communication as a reference. Once obtained, you can offer factual information as a reference for the student. Additional guidelines for reference letters can be found [here](#).

**What's the big deal about providing student names to employers?** While it is permissible for university employees to occasionally provide names of students to employers (with prior permission and when the opportunity is posted for all to see), when done on a regular basis it can be seen as acting as an employment agency which could be viewed as a violation of EEO regulations.

**An employer called me and stated that I was listed as a reference for a student and asked if I could answer some questions for them. Can I provide details to the employer?** Yes, if the student has completed the Student Reference Request and FERPA Release Form granting you permission to do so. If they have not, let the employer know that you cannot provide the information at that time, but will have the student complete the necessary release so that you can speak with them about the student.