

## FACULTY GUIDE TO ETHICAL AND LEGAL STANDARDS IN STUDENT HIRING 2017

The National Association of Colleges and Employers has established best practices for faculty involvement in student hiring efforts. These recommendations are to protect YOU, your STUDENTS, and Presbyterian College and are based on *notions of fairness, equal opportunity, truthfulness, non-injury, confidentiality, and lawfulness.*

### DO

**SHARE** employment and internship opportunities with ALL of your students (post signs, send mass e-mail, send to Career Development so they can be posted on Tartan Network, our online job board and so forth)—do not hand pick students to share information with.

**ADHERE** to FERPA guidelines when disclosing information about a student to employers and be sure to secure permission from the student to speak about them. All information shared should be firsthand and based when possible on factual or written documentation.

**CONSULT** Career Development on ALL employment and internship requests, including those seeking to connect with specific groups of students (by major, race, gender or other protected categories)

**AVOID** discussing personal matters and areas that fall outside the job requirements when providing references and recommendation.

### DON'T

**LIMIT** opportunity and access by sharing information with select students.

**VIOLATE** privacy and FERPA standards by disclosing information about top students, sharing information without student consent, or sharing personal details unrelated to the job description.

**ASSUME** that you are the only person with a relationship with the employer—share information with Career Development so that strategic employer engagement can occur to ensure equal and fair service is provided to each employer

**UNDERESTIMATE** the liability assumed by you personally and by the school when the above standards are not followed.

*Adapted from the National Association of Colleges and Employers.*