

On-Campus Recruiting Policies for Employers Saint Mary's College, Notre Dame, IN

The Career Crossings Office (CCO) at Saint Mary's College in Notre Dame, IN offers on-campus recruiting services to employers to provide them with quality candidates for open positions. To ensure a smooth and transparent process to recruiting, the CCO has set forth policies for all employers who recruit at the College.

Right to Refuse: The Career Crossings Office reserves the right to refuse on-campus recruiting services to any students, alumnae or employers.

General On-Campus Recruitment Policies

All employers recruiting on campus must adhere to the equal employment opportunity laws and principles for employment professionals as outlined in the National Association of Colleges and Employers' **Principles for Professional Conduct for Career Services and Employment Professionals:**

<http://www.naceweb.org/knowledge/principles-for-professional-practice.aspx#employment>.

Recruiting can include on-campus activities such as (but may not be limited to):

- Interviews
- Information sessions
- Information tables
- Networking and other career-related events
- Posting opportunities to College Central Network

Employers with any "upfront" fees or requiring the purchase of products may not recruit at Saint Mary's. Only direct hiring organizations, seeking candidates for internships and full-time employment may recruit at the College. Employers must note if the internship for which they are hiring is paid or unpaid in the description.

On-Campus Interviewing Policies

On-campus interviews are conducted in the Career Crossings Office, 8:30 a.m. – 4:30 p.m., Monday through Friday, except for official College holidays. Exceptions can be made to accommodate for different interview times and locations upon the request of the employer. Generally, the Career Crossings Office can only accommodate one employer per day for on-campus interviews and up to two (2) separate schedules. Interview dates and schedules are available on a first-come, first-serve basis.

Changes to an on-campus interview schedule, positions, etc., made after deadlines are difficult to communicate to students and may adversely affect the turnout for your visit. If a change needs to be made, please contact the Career Crossings Office as soon as possible. Changes cannot be made within 48 hours of the recruiting date. If an on-campus interview needs to be cancelled, it must be made no less than 48 hours in advance.

Nondiscrimination Policy

Saint Mary's College will not engage in discrimination based on gender, race, national origin, religion, age, mental or physical disability, all as provided by law. Based on Catholic values, the College also commits to avoiding discrimination based on sexual or political orientation. All employers who recruit Saint Mary's students and alumnae through the Career Crossings Office are expected to have similar non-discriminatory policies.

Confidentiality of Information

Employers are expected to abide by the provisions of the Family Education Rights and Privacy Act of 1974 and process resumes only through those representatives who are directly involved with hiring. Accordingly, the resumes may not be transferred to any other person or institution without written consent of the applicants.

Job Offer Policy

Please see the job offer policy posted online at: <https://www.saintmarys.edu/files/Job Offer Policy.pdf>.