A Faculty Guide to Ethical and Legal Standards in Student Hiring

The National Association of Colleges and Employers (NACE), which SLU Career Services is a member, provides a set of ethical standards for guiding the job-search process.

The goal of student employment is most likely reached when all parties involved work cooperatively, ethically, and within the law. There may be instances when you are unsure of how to help your students and stay within the law. On those occasions, call Career Services for more information.

Guidelines:

Candidate Referral Employers may contact you to request the names of students who would be excellent candidates for job opportunities. At first glance, it seems harmless to provide the names of your best students. However, there are some potential legal and ethical pitfalls.

If you or a colleague receive a job lead from an employer and choose only to refer a few individuals without publicizing the position to all students who may be qualified, you are not maintaining "a fair and equitable recruiting process." Also, by identifying individuals for employment on a "regular" basis, you may be considered an "employment agency" for purposes of compliance with equal employment opportunity laws.

For example, if it appears as if you are (innocently or otherwise) referring only male students or only minority students, you may be open to charges of discrimination. Employers who act in accordance with the NACE Principles understand and expect students to receive open and equal access to information about job opportunities.

A Suggested Course of Action: If you receive a request for student referrals, you can, of course, notify individual students who have declared an interest in such positions and encourage them to apply. However, also contact Career Services so that they can post the position in Career SLeUth, Career Services’ on-line database.

There are practical reasons for these actions. Career Services may have an existing relationship with the requesting employer through co-op, part-time/summer job, internship, job fair, or other recruiting programs. Or, the career center practitioners may wish to develop a broader relationship with the employer. Sometimes unproductive misunderstandings occur when an employer works with more than one campus office.

Happy 2007!

Career Services will be offering a semi-annual newsletter to keep faculty abreast of the latest career news. We welcome suggestions on topics for future issues or feedback on the information in this issue. Feel free to contact Kim Reitter, Director of Career Services, at reitterk@slu.edu or 977-2927.
What is Career SL euth?

- Career SL euth is an interactive database available to students and alumni.
- The database provides access to available jobs, internships, and career information 24 hours a day.
- On-campus jobs can be posted on Career SL euth.
- There are over 3700 active employers in Career SL euth.
- On average there are 550 jobs available on Career SL euth.
- Resumes are critiqued by career counselors.
- Faculty can access Career SL euth by using faculty as a user ID and careerservices as the password.

According to a NACE survey, 87.3% of employers rate the overall job market as good or very good.

Referring Students to Career Services

Career Services assists students' self-exploration and discovery through individual meetings with career counselors, career-related assessments, academic majors information, and occupational research.

Career Services connects students with employers to produce opportunities for internships and full-time employment.

Additionally, Career Services views collaboration with faculty as essential to promoting the successful academic and career development of Saint Louis University students.

Reasons for Referring Students

Career Counseling
- Still deciding on a choice of academic major
- Uncertain how major relates to possible careers
- Skills and abilities do not support or complement academic area
- Seems equally interested in several majors/careers

Job Search
- Needs assistance developing effective job-search correspondence (e.g. resume, cover letter, etc.)
- Wants to acquire winning interviewing skills
- Does not understand how to “network” with employers
- Needs to learn effective job-search strategies

Experiential Education
- Wants to participate in an internship
- Interested in “job shadowing” to learn more about an occupation
- Would like to talk with someone in their chosen field to gain a deeper understanding of a career

Students referred to Career Services should call 977-2828 to schedule an appointment with a career counselor.

Employer rated influence of attributes of equal candidates:

1. Held leadership position
2. Major
3. GPA of 3.0 or higher
4. Involvement in extracurricular activities
5. Volunteer work

(NACE Job Outlook 2007)