



OFFICE OF CAREER AND LEADERSHIP MANAGEMENT

**Recruiting Policies and Guidelines**

The Office of Career and Leadership Management is committed to maintaining a recruitment process that is fair and equitable and supporting informed and responsible decision making by candidates. To that end, we expect all employment professionals participating in our recruiting program to:

- Work within a framework of professionally accepted recruiting, interviewing, and selection techniques as stipulated in the [National Association of Colleges and Employers \(NACE\) Principles for Ethical Professional Practice](#), as well as [Columbia University's policies](#).
- Follow all applicable [federal, state, and local laws](#), including those regarding salary transparency and equal employment opportunity, which prohibits discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.
- Maintain the confidentiality of student data as outlined in the [Family Educational Rights and Privacy Act \(FERPA\)](#), ensuring that no student information, regardless of the source, including personal knowledge, written records/reports, and databases, is redisclosed beyond the purpose for which it was granted.
- Accurately describe their organizations, positions, and position requirements when posting their information on our job board and when representing their organizations and opportunities at recruitment and career networking events.
- Provide updates about any and all offers or hires made as a result of the recruitment efforts.

By posting openings on our job board or participating in on or off-campus or virtual events, you indicate that you have read and agree to our policies and guidelines, including those further delineated below.

**Service Guidelines**

- Employers must be established businesses with proper Employer Identification Numbers (EINs) to access our services. Those seeking to hire individuals for personal and/or independent professional services, such as caregiving, tutoring, and supervision, are encouraged to use other resources for their search, such as

online directories, classified ads, personal and professional networks, community forums, and social media groups.

- We do not serve employers and fee-based programs that require upfront payment or a financial commitment of any kind (with the exception of civil service examination fees), such as tuition-based, work or study abroad programs, training institutes, and international service learning opportunities that charge pre-placement service fees.
- Third-party recruiters, defined as agencies, organizations, or individuals recruiting candidates for roles other than for their own needs, may post on our job board on a case-by-case basis provided that:
  - They are actively recruiting for a bona fide employment opportunity that is appropriate for the skill sets and experience of our student and alumni community; AND
  - The posting clearly states that the agency is recruiting on behalf of a third-party client, and includes the name of the client; AND
  - Candidates will not be charged a fee for the services.
- We do not screen, select, or recommend candidates. Employers are encouraged to consult with their legal counsel and establish legally permissible internal screening procedures before implementing their recruitment efforts and to share relevant employment eligibility information in their job descriptions to enable target candidates to self-screen.
- We reserve the right to make and change decisions regarding an employer's participation in our recruiting program at any time at our discretion, including refusing service to those who fail to abide by all applicable laws and policies, misrepresent themselves, or receive complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.

### **Commitment to Equity and Excellence**

Equity and excellence are core values held by all the [Career Centers at Columbia University](#). As a coalition of career services professionals, we strive to uphold these values and principles in the execution of our work, with employers and with students, recognizing the role that access to careers, internships, and employment play in social mobility and the development of a workforce that reflects the diversity and talent of New York City, the larger metropolitan area, and the nation.

We invite employer partners to join us in advancing fair and equitable recruitment and workplace practices that foster inclusion, belonging, and opportunity for all candidates. This may include:

- Using clear, accessible, and inclusive language in event and job descriptions, ensuring they are gender-neutral and free from bias.
- Establishing minimum job qualifications based solely on essential skills, knowledge, experience, and credentials required for performance.
- Creating accessible opportunities for candidates of all backgrounds, abilities, and circumstances to engage with the organization and its representatives.
- Implementing screening and selection processes that are structured, standardized, and transparent to candidates.
- Communicating your organization's commitment to fostering an inclusive and supportive environment for all qualified candidates and hires.

### **Discrimination and Harassment Policy**

Columbia University is committed to providing a working and learning environment free from unlawful discrimination and harassment. Consistent with this commitment and with applicable federal, state, and local laws, it is the policy of the University as both an educational institution and an employer to prohibit unlawful discrimination and harassment and to provide faculty, students, and staff who believe that they may be the victims of either with mechanisms for seeking redress.

We recommend that all students, alumni, vendors, and employers engaged in activities with the Office of Career and Leadership Management review [Columbia's Discrimination and Sexual Harassment Policy and Procedure](#).

### **Job Postings**

- All employer contacts must use professional email addresses associated with their organization and have operational websites written or translated into English. Organizations that use personal email addresses (@gmail.com; @yahoo.com; @hotmail.com) or addresses that do not correspond to their organizational names or website domains are encouraged to email our office at [swcareer@columbia.edu](mailto:swcareer@columbia.edu) to expedite the review and verification process.
- Third-party recruiters must indicate in their organizational and individual contact profiles that they are a "3rd Party Recruiter" and specify the job titles and organizations for whom they are recruiting within the postings. Invitations to create an account on a third-party platform unaffiliated with the organizations with the open roles or to purchase any products or services are strictly prohibited.
- Postings should be educationally and professionally relevant to graduate-level social work students and alumni. We reserve the right to decline postings that are

not suitable or appropriate for our community or compatible with the mission and values of Columbia School of Social Work and the [social work profession](#), with or without explanation at our discretion.

- Job and organizational descriptions must contain sufficient information to convey clearly to candidates the nature of the role, mission and values of the organization, duties and expectations involved, skills and qualifications required, and process and deadline for applying. Additionally, they should include pertinent details such as start date, job type, location, work schedule and/or time commitment, benefits, and professional development opportunities.
- Opportunities based in jurisdictions with salary transparency laws (including remote roles to be performed in said jurisdictions), such as in [New York](#), [California](#), [Colorado](#), and [Washington](#), must also include good faith salary ranges within the postings. We encourage all employers to consider sharing salary ranges with candidates, regardless of location, to advance pay parity.
- Internships designed for social workers-in-training should be directed to the Office of Practicum Learning at [swpracticum@columbia.edu](mailto:swpracticum@columbia.edu). Internships that do not qualify for practicum education may be posted on our job board provided that they offer meaningful opportunities for career and professional development and are flexible enough to be accommodated within students' academic schedules and commitments.

### **Recruitment Events**

- Employers wishing to coordinate an information session or participate in a career fair may submit their request using our [Employer Partnership Form](#) or by emailing [swcareer@columbia.edu](mailto:swcareer@columbia.edu).
- Employers hosting information sessions, hiring fairs, and other recruitment and career networking events independently may submit the details and marketing materials (e.g., flyer, event registration website, social media post, etc.) for promotional consideration to [swcareer@columbia.edu](mailto:swcareer@columbia.edu).
- Employers who do not appear at or cancel their attendance within a week of a career fair or information session may be barred from attending future career fairs or scheduling information sessions for a period of time.

### **Interview, Offer, and Acceptance Guidelines**

- We request that employers give students at least 72 hours' notice prior to scheduling an interview. Furthermore, we ask that employers accommodate

student requests for alternate dates for second-round interviews if they present a legitimate scheduling conflict (i.e., class, work assignment, or practicum).

- Employers are encouraged to accommodate reasonable student requests to extend offer deadlines. Students also should be given at least one week to consider a written offer.
- “Exploding offers”—offers in which students are required to decide on a job offer within a specific, 24-to-48-hour deadline, or else have the offer rescinded—are prohibited. Sign-on bonuses should be honored regardless of when the student accepts the offer.

### **Rescinding or Deferring Employment**

- Employers needing to rescind or defer employment should carefully review the guidelines and recommendations outlined by NACE in their [Position Statement on Rescinded and Deferred Employment Offers](#).
- Employers who must revoke a commitment are encouraged to do everything possible to avoid rescinding offers and to consider alternatives that do not require rescinding employment offers. These may include changes in job responsibilities, salary reduction and/or reduced workweeks, changes in job locale, delayed starting dates, and other reasonable options.
- For candidates whose start dates are deferred, employers are urged to:
  - Provide services to aid the candidates in securing other employment
  - Provide financial assistance if the deferral will be longer than three months
  - Communicate to candidates as soon as possible
  - Contact the Office of Career and Leadership Management at [swcareer@columbia.edu](mailto:swcareer@columbia.edu)
  - Stay in communication with candidates and our office regarding start dates
- We expect all employers to treat candidates in an ethical manner. We reserve the right to deny access to on-campus recruiting to any employers who we determine have not conducted their recruiting efforts ethically.