



# NACE Faculty Guide to Ethical and Legal Student Hiring Practices

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 the SCHOOL 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 center, 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 your campus career center 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 the career center 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.

*Courtesy of the National Association of Colleges and Employers.*

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