Recruiting Policies

1. Wake Forest University is committed to administering all educational and employment activities without discrimination as to race, color, religion, sex, age, national origin, disability, sexual orientation, or status as a disabled or Vietnam era veteran, except where one of these classifications constitutes bona fide occupational qualifications or statutory requirements. This policy must also be adhered to by all persons, companies, and organizations recruiting at Wake Forest University.

2. The Wake Forest Office of Career Services subscribes to and makes every effort to comply with the National Association of Colleges and Employers (NACE) Principles for Professional Conduct. Every person, company and organization recruiting at Wake Forest is expected to do likewise. Upon request, individuals, companies, and organizations may also receive copies of these principles.

3. Alcohol Policy: The Office of Career Services adheres to the NACE policy which states that serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activity, regardless of its location, should be alcohol-free. If a person, company, or organization chooses to provide or serve alcohol in violation of this policy, the person, company, or organization assumes complete liability and agrees to indemnify the Office of Career Services and Wake Forest University, including its trustees, officers, and employees, for any damage or injuries sustained to persons or property as a result of or arising out of a violation of this policy. In addition, the Office of Career Services reserves the right to revoke the recruiting privileges of any person, company, or organization who violates this policy.

4. Individuals With Disabilities: If, due to a disability, you require a reasonable accommodation to utilize the services of the Office of Career Services, please contact the office to let us know how we may assist you.

5. Third Party Recruiters*: Wake Forest University endorses the NACE principles for third-party recruiters. In addition, the Office of Career Services requires that third party recruiters abide by the following:

- Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students’ credentials will be disclosed.
- When deemed necessary, third-party recruiters will disclose information upon request to Career Services that would enable Career Services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career Services must respect the confidentiality of this information and may not publish it in any manner.
- Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.
- Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose to Career Services and students the names of the represented employers.

*Third Party Recruiters include agencies, organizations, or individuals recruiting for temporary, part-time, or full-time employment opportunities other than for their own needs.
6. **On-Campus Testing Policy**: The University recognizes the need of many employers and recruiting firms to conduct pre-employment tests while recruiting students on-campus for prospective employment. In an effort to accommodate this need, the University permits employers and recruiting firms to administer such tests while on University-owned property subject to the availability of space and to the following terms and conditions:

- The employer or recruiting firm conducting on-campus testing of students attending the University agrees to hold the University harmless as to any and all claims or suits arising from and out of the administration of such tests;
- The employer or recruiting firm will give notice to all students taking an on-campus pre-employment test that the firm is solely responsible for the content and administration of the tests. In addition, the notice will state that the University is not responsible for the development, content, or administration of the tests, and further, that the University shall not be liable for any claims or suits arising from the on-campus testing.
- The employer or recruiting firm agrees to abide by all applicable University policies and procedures.
- The University will not oversee or proctor the administering of such tests.
- The University reserves the right to revoke an employer or recruiting firm’s permission to conduct on-campus testing at any time without prior notice.

**Employer Offers**

The Wake Forest University Office of Career Services supports the following principles, as stated in “Exploding Offers: A Principles for Professional Conduct Committee Position Paper” published by NACE.

- If offers are extended early in the campus recruiting cycle, the Committee recommends that employers (1) provide students a minimum of three weeks to decide and not require decisions earlier than six months prior to the candidates graduation; and (2) provide students the opportunity to request deadline extensions to allow a reasonable period for investigation of other recruiting opportunities for comparison. However, we recognize that the definitions of “sufficient time” and “a reasonable period” will vary, given industry standards, a student’s prior experience with the employer, offer timing, and proximity to graduation date/start time.
- Providing sufficient time for students to evaluate the employment opportunities offered to them allows them to make the wisest decisions for all concerned, creating a positive experience for candidates and employers, and ultimately reducing renege and attrition rates.