Principles for a Fair and Ethical Recruitment Process

Employer Members: Second-Year Student Recruitment and OCI

Five Things to Consider When Creating Your Institution's Policy*

1. **REFLECTION**

What worked well for your institution under the old Principles? What didn't? Are there any immediate changes you could make that would alleviate burdens from the former process? What is your ideal timeline for recruiting? What do you consider a professional and fair offer acceptance deadline?

2. **DISCUSSION**

What is your reputation on the campuses of your target schools? What is your pattern of engagement at those schools now? Is that approach working to meet your hiring needs? Have your target schools released policies of their own? Have you considered how you plan to approach schools with policies different from your own?

3. **STRATEGY**

Is your institution seeking to reach potential recruiting targets? How might your policies be adjusted to account for those? Have you previously engaged in "pre-cruiting"? Do you plan to continue? Will your approach to this practice be different under the new Principles? How early (or late) would you want to consider applications?

4. **APPLICATION**

How rigid do you want your policies to be? Will they apply at all the schools at which you recruit or will they vary by school or location? How rigid or flexible will you be when students request extensions?

5. **DISSEMINATION**

Once you've created a policy, what will you do with it? Will you share it with all the schools at which you recruit and will you invite questions from those schools? How will you reconcile differences between your policies and those of your partner schools? Will you vet the policies with a few trusted school colleagues before sharing widely? Once it's finalized, share it on NALP.org!

These prompts are intended to be starting points for forming your individual institution's policies. Individual institutional needs will vary.

www.nalp.org/recruiting_policies