



Principles for a Fair and Ethical Recruitment Process

School Members: Second-Year Student Recruitment and OCI

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

1. REFLECTION

What worked well for your school under the old Principles? What didn't? What are the minimum recruiting practices you expect from your typical employer community? Is there a "typical" recruiting experience for your students? What did that look like?

2. DISCUSSION

Consider talking to institutional stakeholders who have a vested interest in your recruiting process (e.g., alumni, recruiting counterparts, students). Gather thoughts on potential policies and consider all angles. How will your staff adjust counseling to account for any policies you enact?

3. STRATEGY

What are the most important components of this process to your institution? What are your school's "absolutes" in terms of employer and student behavior during the recruiting process? For example, is there a minimum amount of time that offers should remain open? Are there times you would grant an exception?

4. APPLICATION

How holistic do you want your policies to be? Do you want to plan for and articulate every nuance or do you want to leave room for interpretation and adjustment? Will these policies apply to public and private employers regardless of size?

5. DISSEMINATION

Once you've created a policy for your school, will you send it to interested stakeholders (e.g., on-campus employers, students, administrators)? Will you invite questions? Will you vet the policies with a few trusted employer colleagues? This may help troubleshoot potential pitfalls. Once your policy is 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.*