

# RECRUITING POLICIES

For

Spelman College

**Effective July 1, 2019**  
**(\*Updates made annually\*)**

The Office of Career Planning and Development (CPD) offer employers the opportunity to schedule on-campus interviews with Spelman College students.

Through our on-campus recruiting platform, **Handshake**, you will have virtual access to student resumes in advance of your interview date so you can select the candidates you would like to meet. We will coordinate your interview schedule(s) and publicize your job openings.

A typical on-campus interview day runs from 9:00 am to 5:00 p.m. and accommodates up to 12 thirty-minute interviews with an hour for lunch and two 15-minute breaks. However, we can arrange your interview schedule to fit your specifications.

We can also help you arrange an information session to inform students about your industry, organization, career paths, and company culture. Information sessions typically last for 1.5 hours and include a presentation, question-and-answer period, and an informal reception.

Through your Handshake account, you can request interview dates, information sessions, and manage your interview schedule(s).

CPD is committed to providing a fair and equitable place for both students and employers that will result in satisfied clients in the job search process. To maintain this fair environment, it is imperative that all parties be as transparent as possible on all sides. To ensure this, the following policies have been put into place:

## **Scheduling Recruiting Activities and Interview Schedules**

Employers desiring to schedule recruiting events and interview schedules **for all three Atlanta University Center Consortium (AUCC) institutions combined** should contact Carolyn Rhodes, AUCC Recruiting and Special Projects Coordinator, at (404) 523-5148 or [crhodes@aucenter.edu](mailto:crhodes@aucenter.edu) . Please note that events and interview schedules targeting all three AUCC institutions **will be held in the Woodruff Library**. Companies **should not** contact individual institutions seeking to host an AUCC event on their respective campuses.

Employers desiring to schedule recruiting events and interview schedules **for only two of the three AUCC institutions** must work with each individual institution to coordinate their events. Marketing materials should **reflect both institutions**, not just the institution hosting the event.

The Spelman point of contact is Ms. Jacquelyn Jones, Career Planning Assistant. Her contact information is 404-270-5278 or [jjone106@spelman.edu](mailto:jjone106@spelman.edu).

Employers desiring to schedule recruiting events and interview schedules **for Spelman College only** should contact Ms. Jacquelyn Jones, Career Planning Assistant, at 404-270-5278 or [jjone106@spelman.edu](mailto:jjone106@spelman.edu).

Please note that some calendar dates are designated as a “**soft blackout date**” which means to avoid scheduling recruiting activities during this time due to historically low turnout during this period. This is not a mandate, rather a suggestion that should be given extremely high consideration before moving forward with your event(s). These dates include:

Oct 3-4 Mid-Semester Examinations **\*\*soft blackout date\*\***

Oct 7-8 Fall Break – College open – No classes

Oct 9-11 Post Fall Break **\*\*soft blackout date\*\***

Oct 21-25 Homecoming Week **\*\*soft blackout date\*\***

Oct 28- Nov 1 Post Homecoming Week **\*\*soft blackout date\*\***

Mar 5-6 Mid-Semester Examinations **\*\*soft blackout date\*\***

Mar 9-13 Spring Break – College open – No classes

Mar 16-20 Post Spring Break **\*\*soft blackout date\*\***

April-May Season of Celebrations **\*\*soft blackout date\*\***

### **Collaboration with Student Organizations and Academic Departments**

Employers who desire to conduct recruitment activities with student organizations and/or academic departments **should first contact the Office of Career Planning and Development** to discuss the nature of these recruitment activities prior to any interaction with these individuals.

### **Campus Ambassadors**

All employers using existing interns or students in general to serve as campus ambassadors must notify the career center of who these individuals are, and have those students register with our office. They will be required to have a Handshake account with a completed profile, be in good academic standing (3.0 cumulative GPA and above) and they must communicate all planned recruitment activity to our department **prior** to any activity occurring. Students in violation of this practice are subject to disciplinary action by the College, the extent of which will be determined on a case-by-case basis. The Office of Career Planning and Development reserves the right to decline any recruiting request(s) that are not in the best interest of the student nor the College. Please provide the name and contact information of these students to Ms. Jacquelyn Jones, Career Planning Assistant, at 404-270-5278 or [jjone106@spelman.edu](mailto:jjone106@spelman.edu).

## **Extending Job Offers for Internships and/or Full-Time Employment**

**\*\*Students have the right to consider ALL options that are made available to them through the interviewing process. All employers recruiting Spelman College students are expected to abide by the following job offer policies:**

**FULL-TIME** employment offers resulting from **Summer 2019 Internships** have a response deadline of **November 30, 2019**.

**FULL-TIME** employment offers that are extended during the **Fall 2019 semester** have a response deadline of **November 30, 2019 or one month from the time of the offer to respond--whichever is longer**.

**FULL-TIME** employment offers extended during the **Spring 2020 Semester** have a response deadline of **March 1, 2020 or two (2) weeks from the time of the offer –whichever is longer**.

**INTERNSHIP** offers extended during **Summer 2019** have a response deadline of **November 30, 2019**.

**INTERNSHIP** offers extended during **Fall 2019** have a response deadline of **November 30, 2019 or one month from the time of the offer to respond--whichever is longer**.

**INTERNSHIP** offers extended during the **Spring 2020 Semester** have a response deadline of **March 1, 2020 or two (2) weeks from the time of the offer –whichever is longer**.

**\*\*Recruiters are strongly encouraged NOT to use “Exploding Offers” in order to exert undue influence on a student.**

**\*\*Second Round Interviews** – Recruiters are encouraged to arrange dates that are conducive to a student’s class schedule.

## **Early Identification Programs**

In order to ensure that our students make the best decisions possible for both themselves and the employer, it is necessary that they be given the right to consider all options available to them. A student making a hasty, ill-advised decision often leads to renegeing on job offers, which is also heavily discouraged. This has recently become a challenging issue because several firms have adopted **EARLY IDENTIFICATION PROGRAMS** where they are requiring students to commit to internship offers a full summer ahead (a year in advance) before they are scheduled to begin.

Although we understand and appreciate the effort to “identify” and get commitments from “high quality” students as early as possible, it is often not in their best interests if students are discouraged from securing information and building relationships with other firms who can provide them a diverse perspective and alternate experiences from which they can build a career. Consequently, we will

advise our students to continue to secure as broad a set of options as possible, even if they have been accepted into **EARLY IDENTIFICATION PROGRAMS**.

### **Students Reneging on Internship and Full-Time Job Offers**

Spelman College does not condone students reneging on employment offers. We are well aware of the negative impact on both the student and the institution, and discourage this behavior whenever possible. Students in violation of this practice are subject to disciplinary action by the College, the extent of which will be determined on a case-by-case basis.

### **Reporting Salary / Hiring Information**

Employers will inform The Office of Career Planning and Development of all employment offers (full-time positions and internships) that are extended to students. The Office of Career Planning and Development wants to ensure accurate statistics regarding students' job offers, acceptances and salary. Organization's employment records are kept strictly confidential, and used only for statistical purposes. This information is requested on an annual basis by the Board of Trustees, the National Association of Colleges and Employers (NACE), accreditation agencies, college ranking agencies, prospective parents and students, donors, etc. **Employers are expected to inform the career center prior to scheduling any recruitment activities if this is going to be a problem.**

**Questions or concerns regarding any of the information mentioned in this policy may be directed to:**

**Mr. Harold Bell**, Director, Career Planning and Development [hbell@spelman.edu](mailto:hbell@spelman.edu) 404-270-5269  
**Ms. Toni Ireland**, Assistant Director, Career Planning and Development, [tireland@spelman.edu](mailto:tireland@spelman.edu)  
404-270-5270