The Staff at North Carolina Central University (NCCU) Career Services would like to thank you for your participation in our fall 2012 On-Campus Recruiting Program, and for your continued interest in recruiting our students. We would like to take this opportunity to update you on our new policies for on-campus recruiting supported by NACE (National Association for Colleges and Employers), which will be implemented this year.

Equal Opportunity and Nondiscrimination Policy

NCCU, in admissions, employment, and access to programs, considers students and employees on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to study or work at the university.

NCCU prohibits sexual harassment. NCCU cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without regard to sex or any other factor that is irrelevant to participate in the life of the university.

NCCU expects all employers and their representatives that recruit students through on-campus interviews, career fairs, job postings and special events associated with the University to abide by applicable employment laws and to honor NCCU's commitment to equal opportunity, affirmative action and nondiscrimination in their recruiting and hiring practices.

No Alcohol Policy in On-Campus and Off-Campus Recruiting Processes
NCCU is a member of the National Association of Colleges and Employers (NACE), the association for human resources and career services professionals. As members, we abide by the Principles for Professional Conduct, an ethics document that serves as the framework and foundation for practices within the career planning, placement, and recruitment processes.

The Principles document tells us that serving alcohol to job candidates is inappropriate and inadvisable. The principle states "Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc."

That means, having an open bar, a paid bar, or holding a recruiting event in a bar is inappropriate. Given the whole notion of alcohol abuse and the problems college campuses are having with alcohol among students, serving alcohol at a reception is sending the wrong message. Further, many college students are younger than the state's drinking age, and many college campuses now have a zero-alcohol-tolerance policy in effect. Therefore, serving alcohol could be in violation of a state's law and a school's policy.

Employment Offers and Acceptance Policy:
The On-Campus Recruiting Program will be designed to give NCCU students ample opportunity to interview with various employers and make an informed decision on their employment search. To ensure students have sufficient time to complete their searches, we will ask employers to abide by the following:

- *We ask that employers give students until the last day of on-campus interviews for the semester to make a decision on an offer made via the on-campus recruiting program. Employers may refer to our recruiting calendar attached for on-campus recruiting dates.*

- *We ask that employers refrain from pressuring students on acceptances and understand the importance of letting candidates make an informed decision. Exploding offers and special incentives such as diminishing bonuses and location preference should not be held out to induce a student to accept an offer early. Pressure on students to accept early makes it difficult for us to enforce our policies against students reneging on job offers.*

If you would like to read the Principles for Professional Conduct document in its entirety, you can find it on NACE's web site, NACEWeb, at www.naceweb.org/principles/principl.html.
If you should have any questions regarding our new polices for on-campus recruiting, please feel free to contact our office at nccucareerservices@nccu.edu or call 919-530-6337.

Scheduling On-campus recruitment
Employers can schedule on-campus recruitment online at EAGLE CAREER NETWORK or by contacting Monica Stuckey at 919-530-6169.

Recruitment Dates

Fall 2012 – September 4 – November 20

Spring 2013 – January 21 – April 26

Types of recruitment
Information Sessions/Tables – must have at least 15 day notice for reservation and advertising purposes. Employers, please provide information about positions you are recruiting for. This will aid Career Services in advertising for your session.

On-Campus Interviews – must schedule at least 30 days in advance for advertising purposes

- Preselect – employers have the opportunity to review resumes and decide ahead of time students they wish to interview
- Preselect Alternate – employers can choose to schedule alternates
- Open – students can schedule the interview without prior employer approval

Resume Drop – no advance notice needed for this type of on-campus recruitment. When extending and offer, please give students two weeks from date of offer to make a decision

Fall 2012 Recruiting Calendar

August 20th	First Day of Classes
September 4th	**On-campus recruiting begins**
September 6th	Student Employment Fair
September 18th	Resume Boot Camp
September 29th	PDN Conference
October 9th	Fall Career Fair
October 15th	Fall break (no classes)
October 28th – November 4th	Homecoming Week (no on-campus recruitment)
November 20th	**On-campus recruiting ends**
November 21st – 25th	Thanksgiving break
December 11th	Last day of classes