

## **RECRUITING GUIDELINES FOR DORDT UNIVERSITY**

The Career Development staff is committed to making sure your recruitment experience with our students and alumni is a positive one. In turn, employers are expected to maintain a positive, collaborative working relationship with all Career Development staff. That includes cooperation with our policies and procedures, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Career Development at Dordt University adheres to the [NACE Principles for Ethical Professional Practice](#) and expects the same from employers.

Services are provided free of charge to employers, students and alumni. The Career Development Center serves as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be taken as an endorsement.

### **Service Guidelines**

1. Career Development reserves the right to refuse any job or internship posting which is not compatible with the mission and values of Dordt University.
2. Career Development reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice.
3. Career Development will not select candidates for employers or recommend one student/alumnus over another.
4. Career Development will not accept job/internship postings which require an initial monetary investment on behalf of the student/alumnus. One-time application fees or costs must be specified. Positions that require participants to raise their own financial support must clearly specify this within the job description.
5. Recruiters may not enter classrooms to handout materials or present without prior approval from the professor of the class they wish to enter.

### **Equal Employment Opportunity**

Employers recruiting at Dordt University are expected to understand [EEOC laws](#) that govern their company and comply with these non-discrimination policies.

### **Student Privacy of Information**

- The Family Education Rights and Privacy Act (FERPA) requires signed written consent from a student prior to the disclosure of personally identifiable information from education records by an educational institution.
- Employers should understand that redisclosure of student information is prohibited. In other words, employers who receive students' résumés or educational information may use it only for the original purpose for which disclosure was granted. Thus employers may not transmit (or redisclose) student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly rediscloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.

## **Third-Party Recruiters**

Third-Party recruiters are agencies, organizations, or individuals recruiting candidates for employment opportunities other than for their own staffing needs. Those that do not charge a fee to job seekers may post announcements regarding job/internship opportunities. Third-Party recruiters who do charge a fee to candidates will not be permitted to post such notices.

Career Development will request contact information for the organization for which the third-party is providing recruiting services if/when there is concern related to a company. We will respect the confidentiality of this information and not publish it in any manner. Any disclosure of student information outside of the third-party recruiting organization and the company they are representing will be with prior consent of the student.

## **WAYS TO CONNECT WITH DORDT UNIVERSITY STUDENTS**

- Job or internship postings on Handshake
- Table display in the Campus Center
- Flyers on campus bulletin boards
- On-campus interviews
- Job/Internship Fairs
- Information sessions
- Class presentations OR “lunch and learns”
- Document reviews
- Mock interviews
- Job shadows or informational interviews
- Employer site visits
- Mentoring (available to Dordt alumni)

## **Post a Job or Internship**

- Employers should create an account on [Handshake](https://app.joinhandshake.com/register), the online job board utilized at Dordt University: <https://app.joinhandshake.com/register>
- To ensure the safety of all Dordt students, all employers will undergo an approval process by Career Development staff members.
- Postings must be actual, current openings for internships and/or traditional, W-2 or 1099 full-or part-time employees.
- Postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity, as well as application instructions.
- Postings of a seasonal or temporary nature at a local small business or family-owned business will be posted through the Student Employment office. Please contact [kyle.achterhoff@dordt.edu](mailto:kyle.achterhoff@dordt.edu)
- Internship requirements vary by major or area of study. Please contact the Career Development office for information regarding a specific major.

## **Recruit On-Campus**

Recruiting on the campus of Dordt University may take several different forms, including the following:

### **Table Display in the Campus Center**

- Employers request a date through the following [electronic form](#)
- One 6 ft table, two chairs and electrical access will be provided
- Lunch tickets will be made available for up to two company representatives
- Career Development will advertise your display on the university's internal website

### **Flyers on Campus Bulletin Boards & Electronic Signs**

- All flyers must be approved by the Student Services office before posting
- Employers may design a flyer and deliver or send to campus for printing
- Flyers will be posted by Career Development staff as time allows
- Power point slides may be created and emailed to [cdc@dordt.edu](mailto:cdc@dordt.edu) if you would like an announcement placed on the electronic signs around campus

### **On-Campus Interviews**

- Employers should request on-campus interviews through the [Handshake](#) platform
- 4 types of interviews are possible: Open, Pre-Select, Pre-Select Continuous, Room Only
- After your initial request in Handshake, a member of the Career Development staff will contact you

### **Job/Internship Fairs**

- The Career Development office sponsors several career fairs each year.
- Contact the Career Development office ([cdc@dordt.edu](mailto:cdc@dordt.edu)) to learn about the specific majors or industries represented each semester

### **Information Sessions**

- Employers should contact the Career Development office to make arrangements and receive best practices guidance
- Career Development staff will reserve a space on campus and distribute flyers and emails to advertise your event
- Employers are responsible to design a flyer or electronic advertisement (power point slide) and make arrangements for food

### **Class Presentations**

- Employers may make arrangements to speak in classes by contacting individual faculty members directly. A list of faculty is available at [www.dordt.edu](http://www.dordt.edu).
- NOTE: Not all faculty or academic disciplines are able to allocate class time for this purpose. Please be respectful of the limitations presented by faculty members.

## Additional Ways to Connect

**Document Reviews** – occasionally the Career Development Center will ask employers to provide feedback on student résumés and/or cover letters. If you would be willing to serve in this capacity, contact the Career Development Center at [cdc@dordt.edu](mailto:cdc@dordt.edu).

**Mock Interviews** – several times during the year, the Career Development Center partners with an academic department to host a mock interview day. If you would be willing to provide feedback to our students in this way, contact the Career Development Center to be added to the list.

**Job Shadows and Informational Interviews** – if you or your company would be willing to allow a Dordt student to shadow you for a few hours or participate in an informational interview, please contact the Career Development Center to be added to the list.

**Employer Site Visits** – students and faculty benefit greatly from experiencing how a company works by visiting the employer on site. If your company would be willing to host a class, student club, or other group of Dordt students, please contact the Career Development Center.

**General Research on Career Outcomes for Dordt Graduates** – each year, the Career Development Center surveys graduates to identify career outcomes and employment trends for the graduating class. Contact the Career Development Center with your questions and interests.

**Career Mentoring** - Dordt alumni and friends of Dordt University are invited to serve as career mentors. Go to [mentoring.dordt.edu](http://mentoring.dordt.edu) to sign up.

## Staff

- Director of Career Development (Amy Westra) [amy.westra@dordt.edu](mailto:amy.westra@dordt.edu)
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