Policies and Guidelines for Employers

All employment professionals participating in our recruiting program are required to work within a framework of professionally accepted recruiting, interviewing and selection techniques as stipulated in the NACE Principles for Professional Practice. By posting a position for our students on CareerLink, participating in on-campus recruiting, or conducting presentations on campus, you indicate that you agree to these policies.

Employers are expected to:

- Ensure their job descriptions are accurate, and include accurate descriptions of the work and accurate depictions of the compensation offered.
- Refrain from recruiting, considering the applications of or extending offers to candidates who have already accepted offers.
- Use valid, job related criteria when evaluating candidates.
- Follow all federal laws regarding equal employment opportunity and minimum wages. Federal laws prohibit job discrimination based on race, color, sex, national origin, religion, age, equal pay and disability. These guidelines are available from The U.S. Equal Employment Opportunity Commission. In addition, The New York City Human Rights Law prohibits discrimination based on gender (including gender identity and sexual harassment), sexual orientation, marital status, and partnership status.
- Honor all commitments made on its behalf.

Failure to meet any or all of these expectations may jeopardize an employer’s ability to continue to recruit at Columbia Mailman School. The Office of Career Services reserves the right to make decisions regarding an employer’s participation in its recruiting programs, at its discretion.

Event Scheduling

In order to ensure the best possible attendance at on-campus presentations and events, we request that employers reach out to OCS to in the summer prior to their fall recruiting programs; or with at least 6 weeks notice prior to scheduling an event, in order to best accommodate employers, find space on campus, and promote the event to students. We cannot guarantee accommodation of employers who request events with less than 6 weeks’ notice.

On-Campus Interview Program

Only current Mailman School of Public Health students are allowed to participate in the On-Campus Interview Program (unless there is an agreement in advance with another school at Columbia University to collaborate on scheduling). We ask recruiters to be responsible for scheduling the interviews.

Interview Policies/Offer Deadlines

We request employers to give students at least 72 hours’ notice prior to scheduling an interview. Employers must accommodate student requests for alternate second-round interview dates if they present a legitimate scheduling conflict.

In order to be fair to students, we ask employers to allow students two weeks from the date a written offer letter is received to make a decision. For employers participating in on-campus recruitment, we ask recruiters to follow these procedures:

Students will have two weeks from the date a written offer letter is received or until the deadlines below, whichever is later.

- All offers extended to previous summer interns or as a result of fall on campus recruiting should be held open for two weeks or until November 10, 2017, whichever comes later.
- All offers extended as a result of spring on campus recruiting should be held open for two weeks or until February 23, 2018, whichever comes later.
- Students interviewed for summer internships have until March 4, 2018 to make a decision.

EXPLoding OFFERS

Exploding offers are prohibited. Sign-on bonuses should be honored whenever the student accepts the offer.
Career Fair & Events Cancellation Policy
Employers who no-show or cancel their attendance the week before a career fair or scheduled on-campus presentation may be barred from attending future career fairs for a period of time.

Rescinding or Deferring Employment

The NACE guidelines urge employers to adopt a two-part approach to employment offers under consideration for revocation. The first emphasizes the need for a commitment to high standards in recruiting. The second offers a reasoned approach to dealing with rescinded and deferred offers.

NACE recommends that employers who must revoke a commitment to do everything possible to avoid rescinding offers, to consider alternatives that do not require rescinding employment offers. These may include changes in job responsibilities, salary reduction and/or reduced workweeks, changes in job locale, delayed starting dates, and other reasonable options.

For candidates whose start dates are deferred, employers are urged to:
- Provide services to aid the candidates in securing other employment.
- Provide financial assistance if the deferral will be longer than three months.
- Communicate to candidates as soon as possible.
- Contact the Career Center.
- Stay in communication with candidates and the Career Center regarding start dates.

We expect all employers to treat candidates in an ethical manner. We reserve the right to deny access to on-campus recruiting to any employers who we determine have not conducted their recruiting efforts ethically.

Student Complaint Procedures
The Office of Career Services ("OCS") understands that employers strive to maintain a professional demeanor during all of their interactions with students. However, occasionally we receive complaints from students about offensive, insensitive, and/or discriminatory behavior on the part of employer representatives. If our students encounter any such behavior, they are instructed to contact our office immediately.

When OCS receives a complaint from a student, the Office of Career Services may take one or more of the following actions:
- Call the employer involved to discuss the incident(s) giving rise to the complaint and seek clarification regarding the conduct in question. To the extent that the OCS concludes that the employer, while fully intending to comply with the Mailman School’s Policies and Guidelines Applicable to Employers, acted improperly, the OCS will request that the improper conduct be modified. If OCS determines that conciliation is possible and may be useful, he/she may work with the student and the employer to resolve the matter in a manner agreeable to both parties.
- Ask the student to file a complaint, preferably in writing, addressed to OCS. Once OCS reviews the complaint, if the OCS determines that there has been a violation of the Policies and Guidelines Applicable to Employers, it may respond by:
  - placing the offending employer on probation for a specified period;
  - barring the employer from participating in recruiting activities managed by the Office of Career Services for a specified period.

Third-Party Recruiters
While the Mailman School’s Office of Career Services allows third-party recruiters (staffing firms) to post positions on the Mailman School’s job board, we do not typically grant access to our resume books or career fairs to third-party recruiters. Third-party agencies should clearly indicate that they are recruiting on behalf of a third-party client.

Fee-Based Programs
The Office of Career Services Mailman School allows employers to post positions in rare cases which have a small application fee (for example, civil service examinations with fees). However, we do not post positions which charge students a significant fee (for example, tuition-based work abroad programs; programs with significant required training fees that candidates must pay prior to employment, etc.).

**Safety**
Employers will offer students a safe and appropriate work environment for students.

**Wages**
Employers will pay wages to students as agreed upon and as stipulated by the New York State Department of Labor.

**Unpaid Internships**
Columbia University expects companies to appropriately compensate students for the work that they perform during an internship. We expect that all employers abide by the standards established by the Fair Labor Standards Act and accompanying regulations.

The U.S. Department of Labor has outlined the following six criteria for unpaid internships to confirm that an internship does not represent an employment relationship. If any of these criteria are not met, the intern must be paid.

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Additionally, employers seeking interns to work in the State of New York, attention must also be paid to the requirements set forth by the New York State Minimum Wage Act and Wage Orders.

**Discrimination & Harassment**
Columbia University is committed to providing a working and learning environment free from unlawful discrimination and harassment. Consistent with this commitment and with applicable federal, state and local laws, it is the policy of the University as both an educational institution and an employer to prohibit unlawful discrimination and harassment and to provide faculty, students, and staff who believe that they may be the victims of either with mechanisms for seeking redress.

We recommend that all students, alumni, vendors, and employers engaged in activities with the Mailman Office of Career Services review Columbia’s Discrimination and Sexual Harassment Policy and Procedure.

If a student or staff member engaged in an activity sponsored by OCS (including but not limited to job listings, workshops, panels, advising sessions, employer presentations, career fairs, interviews, mentoring, internships, off-campus recruiting, and employment) believes that the Discrimination and Sexual Harassment Policy and Procedure may have been violated, he or she is urged to contact the Office of Equal Opportunity and Affirmative Action, a member of the Columbia University Panel on Discrimination and Sexual Harassment, or the Director of Career Services at the Mailman School. If the conduct complained of involves a person or persons within the Columbia community, the actions provided for under the Discrimination and Sexual Harassment Policy and Procedure may apply. If the conduct complained of involves, in addition to a member of the Columbia community, a party or parties outside the Columbia community, OCS may conduct an inquiry. In the event OCS determines that the complained-of conduct occurred or the outside party chooses not to participate in the
inquiry, OCS may act to sever the relationship between OCS and/or Columbia University and the outside party or organization.