

Recruiting Program Guidelines

Employer Responsibility

Thank you for considering Lehigh University students for your talent needs. The Center for Career and Professional Development (CCPD) presents the following guidelines in order to promote a recruiting experience that is fair and equitable for both our students and employer partners.

Confidentiality

Employment professionals are expected to maintain the confidentiality of all student and alumni information shared during the recruitment process. Sharing information regarding a candidate with another company or third party organization is not permissible unless the company receives prior written consent from the candidate.

Discrimination

All employment professionals participating in virtual or campus recruiting programs and events are required to abide by a framework of professionally accepted recruiting, interviewing, selection, and offer practices as specified in:

[NACE Principles for Ethical Professional Practice](#)

[Lehigh University Non-Discrimination Statement and Title IX Notice of Non-Discrimination Title IX](#)

[Policy on Harassment and Non-Discrimination](#)

[US Department of Labor](#)

[PA Department of Labor and Industry](#)

[US Department of Labor Internship Fact Sheet](#)

[NACE Internship Criteria](#)

Posting Opportunities

Our Center for Career and Professional Development utilizes the job posting and recruiting platform, [Handshake](#), as a primary resource for connecting students to available positions and informational events within our employer partner companies. For more information on the many ways your organization can use Handshake to connect with Lehigh students, please visit our [Handshake dedicated page](#) on our website. Your organization may request a free account by clicking below. If you need assistance, access the Handshake Help Center [here](#).

Testing and Assessment

All tests and/or assessments used as part of the hiring process must be a valid measure of employability and must be compliant with Equal Employment Opportunity Commission (EEOC) standards. Similarly, testing procedures and protocols must comply with the Americans with Disabilities Act (ADA). Companies should provide testing information to students at least two full business days in advance with information regarding testing practices also being shared with CCPD. Employer partners are encouraged to add all testing information to the job descriptions at the time of posting or as as early as possible, thereafter.

Scheduling of Tests, Interviews, and Events

Employer partners are expected to consider student class schedules in determining dates and times of tests, interviews, and events associated with recruiting. Students should not be expected to miss classes for tests, interviews, or employer sponsored recruiting events. Please note that we require 48 hours notice to cancel a previously scheduled interview or event. If an employer is unable to attend a scheduled interview session, it is expected that they contact students directly in order to reschedule, as well as letting the CCPD office staff know of the cancellation as early as possible.

Reporting Hires

When a student accepts an offer to join your organization for either full-time, co-op, or internship opportunities, we strongly encourage you to close out the posting information within Handshake to include the hired student or inform our office via email of the information. This information is extremely important in finalizing the job search process and the support we provide employer partners during their searches as well as in our data collection and reporting.

Student Responsibility

The mission of Lehigh's Center for Career & Professional Development is to provide career education and connections that support student success in their career journey. We fulfill this mission with a focus on students and a commitment to their ethical and professional growth as individuals and future employees. As such, we expect students to adhere to certain policies and responsibilities that promote ethics and professionalism in the recruiting and job search process.

Professional Conduct

We expect students to act in a professional manner and be courteous and respectful in communication with employers, alumni, and all those involved in their career pursuits and networking connections. Students are expected to provide CCPD with employment information requested in surveys and communications so that CCPD can comply with its reporting obligations within the University as well as national and state organizations to which it belongs.

Interview Attendance

Students are expected to attend all interviews for which they are selected and scheduled. If an unavoidable and unforeseen emergency prevents a student from attending an interview, the student must notify CCPD immediately by phone and follow up by email.

Accepting an Offer of Employment

Once students accept an offer and commit to a specific employer, we expect that students follow through on the commitment. Following the acceptance of an offer, students should withdraw all pending applications and cease seeking or entertaining other offers of employment.