

## Office of Post-Graduate Planning (Career Services) Recruiting Policies

As a member of the National Association of Colleges and Employers ([NACE](#)), Olin College's office of Post-Graduate Planning (Career Services) adheres to the NACE Principles for Career Services and Employment Professionals. All employers seeking to recruit with us will be expected to review and follow all [NACE Principles for Ethical Professional Practice](#), [NACE Advisory Opinions](#), the [Equal Employment Opportunity \(EEO\) Recruitment and Employment Guidelines](#), and the laws established by the federal government and the state of Massachusetts.

### Internship and Job Postings

Olin College's office of Post-Graduate Planning (PGP) uses [Handshake](#) for all internship and job postings. This platform is intended to provide Olin students with internship and job opportunities aligned with academic programs and appropriate for current students and recent graduates. PGP reserves the right to decline or revoke services to prospective or current recruiting organizations for abuse of the platform, intentional posting of inaccurate or misleading information, fraudulent internship or job opportunities, or employment practices misaligned with the National Association of Colleges and Employers (NACE) [Principles of Ethical Professional Practice](#) and [Advisory Opinions](#) or federal and state law. Olin College reserves the right to decline job or internship postings or events that do not align with our majors, or students' career interests.

### Internship and Job Offers

The National Association for Colleges and Employers (NACE) has set guiding principles for the campus recruiting process ([Setting Reasonable Deadlines for Job Offers](#)). These principles state:

*"Experience shows that the best employment decision for both students and employers are those that are made without pressure and with the greatest amount of information. Students given sufficient time to attend career fairs, participate in on-campus interviews and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances."*

In accordance with these principles, Olin College suggests the following guidelines so that both students and employers might make the best mutually beneficial decisions regarding intern and full-time employment:

**Return Offers:** Students who are offered a full-time position (or another internship) after completing an internship should have until November 1 or two weeks after receiving the written offer, whichever is later, to accept or decline. This allows students time to participate in fall on-campus recruiting if they so choose.

**All Other Offers:** Students who are offered full-time or internship positions during the fall or spring semester should have **at least two weeks** from receipt of the written offer to accept/decline, regardless of semester received.

Reasonable efforts should be made by employers to allow students adequate time for evaluating internship and full-time job opportunities. Similarly, Olin students are also coached by the office of Post-Graduate Planning on the importance of evaluating their offers carefully and promptly, and declining additional recruiting opportunities in the form of interviews, applications, and offers once they have accepted an initial offer.

We also recommend that employers consider extending offer timelines when necessary, as well as keep an open line of communication with students throughout the entire offer/acceptance process.

### **Compensation**

Olin College's office of Post-Graduate Planning asks organizations to compensate competitively for students' time and ability. Recruiting organizations should review the [U.S. Department of Labor Wage and Hour Division](#) for resources on compensation and employee rights, including [Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#) for guidance on unpaid internships.

### **Third-Party Recruiters**

Olin College's office of Post-Graduate Planning advises students to review the National Association of Colleges and Employers' (NACE) [guidance for working with staffing agencies and other third party recruiters](#). Our policy prohibits employment agencies, staffing agencies, and third-party recruiters from recruiting through the office of Post-Graduate Planning. In addition, job postings will not be approved on Handshake. PGP reserves the right to decline or revoke Handshake access to any third-party employer at any time.

### **Nondiscrimination**

In accordance with Olin College's [nondiscrimination policy](#), recruiting organizations must evaluate candidates without regard to race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetics, physical or mental disability, and veteran or other protected status.

*Olin College's office of Post-Graduate Planning (Career Services) reserves the right to decline or revoke services to an organization at any time for noncompliance with the Olin College recruiting policies, the NACE Principles of Ethical Professional Practice, the College's values, or any federal or state law. We reserve the right to modify policies and conditions at any time.*

*If you have any questions about these recruiting policies, please contact [pgp@olin.edu](mailto:pgp@olin.edu).*