We ask that all employers abide by the Principles for Employment Professionals of the National Association of Colleges and Employers (NACE). When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of NACE and the career services office, to protect the best interest of our students.

1. Disclosure of Employer Recruitment Activities & Practices
   a. We ask that Employment Professionals make the appropriate career center aware of their recruiting and campus activities and work with their guidelines for interacting on campus.
   b. We ask that intentions about recruiting activities be stated clearly. ‘Bait & Switch’ tactics to get more students at an event are not permitted.

2. Third Party Recruiters
   a. Third party recruiters will be allowed to post positions if they provide when requested, the job description and name of the organization for which the third party is providing recruiting services.
   b. The third party recruiter may only disclose student information for the open and advertised position. Any other disclosure of student information must have the written consent of the student.
   c. Third Party Recruiters must state that it will not charge any fees to students to use their services.

3. Undue Pressure
   a. In Recruiting Students – Employers must refrain from putting undue pressure on students to attend recruitment events or apply for opportunities. Assertive recruitment is appropriate, aggressive recruitment is not, i.e. excessive phone calls and emails to students.
   b. To Accept an Offer - Exploding offers are unacceptable. Employers are expected to refrain from exerting any undue pressure on candidates to accept a job offer. Exploding offers (offers that do not afford a candidate the appropriate time to either accept or decline) put enormous pressure on students to make a decision before they have completed the interviewing process.

4. Financial Investment by Student
   a. We prohibit employers that charge fees to students during the job search process or during employment. Career Service will not post positions where the student is required to purchase or rent any type of sales kit or presentation supplies.

5. Unapproved Campus Marketing
   a. Marketing on the Indiana University Bloomington campus of any form must receive the approval of the appropriate career services office and/or the student activities office.

6. Alcohol connected to on-campus recruiting (Not applicable to graduate students)
   a. The serving of alcoholic beverages at or during a corporate event is strongly discouraged. Alcoholic beverages cannot be served in our building. Many students will be under 21 years of age. Our Faculty and Staff do not condone the serving of alcoholic beverages to any student.