Dartmouth’s Center for Professional Development
Employer Policies: 2021-22

All employers who schedule virtual or in-person events or interviews with the CPD must agree to abide by these policies below. We’re happy to review these with you.

DIVERSITY, EQUITY, & INCLUSION
- Employers who participate in our recruiting program agree to the National Association of Colleges and Employers Principles for Professional Practice and should be prepared to share examples of their initiatives and practices, as requested.

EVENTS
- All employers will provide our office with student attendance records after each in-person or virtual employer information session.
- All events facilitated by our office must be inclusive. Please refer to the information under “Diversity, Equity, & Inclusion”.

OUTREACH & PROMOTION
- We offer a targeted email service, for a small fee, that enables you to reach the students whose graduation year and interests best match your needs. Contact us for more information!

INTERNSHIPS
- Private sector recruiting employers must provide interns with a minimum stipend of $400 per week.

EMPLOYER REPRESENTATIVES
- Alumni/ae interviewers must have graduated from Dartmouth College at least 3 years prior to the class they are interviewing in order to avoid the perception of bias. For example, a representative interviewing a ’22 would need to have graduated in or before ‘19.
- Recruiters should always be trained in professional interviewing standards and protocols. They need to be professional and refrain from exclusive or inappropriate behavior.

TESTING
- All testing practices should be reviewed with our office well in advance and should incorporate potential accommodations. Students must be notified of testing at least 2 full business days in advance.

INTERVIEW SCHEDULING
- When 1st round on-campus interviews are possible, they will be held in the CPD and are scheduled via DartBoard. Employers needing schedule changes must contact the CPD to make those changes. We also offer virtual interview scheduling.
- Subsequent interviews are scheduled directly by employers. Interviews should NOT be held in hotel bedrooms.
- Employers must offer flexibility in scheduling 2nd round interviews, in consideration of students' academic schedules, and offer a minimum of 2 dates UP FRONT.
- A minimum of 3 full business days lead time is required between notification and actual out-of-town interviews at employer's site (e.g. Thurs. night for following Wed.).
- Interviews must not be scheduled during reading & exam periods.

ALCOHOL
- Alcohol should not be part of the recruitment process in Hanover. This includes all events.
FEES

• Recruiting invoices will be issued within 30 days of your event or interviews. Recruiting fees are fully refundable if your cancellation is made **30 days** prior to your event or interview date.

• **Virtual** Coffee Chats: $100 per schedule. On-Campus Interviews or Coffee Chats: $175 for first room or schedule; $125 for each additional room or schedule. (Reduced Rates for nonprofits).

• **Virtual** Interviews: $100 per schedule (we post, promote, and schedule these for you. You provide link to students).

• **Virtual** Pre-Interview Meeting: $25, **Virtual** Info Session: $100; On-Campus Pre-Interview Meetings & Information Sessions: $350 for a campus classroom, $95 for the Hanover Inn (excludes charges incurred at the Hanover Inn).

OFFERS: Exploding offers and bonuses are prohibited. The following deadlines below are required.

**Employers with earlier offer deadlines will assume the risk of reneges.**

**Entry-Level Offers: Deadline for Student’s Decision on Offer**

- Offers for 2021 or 2022 - 2 weeks from date of formal offer

**Internship Offers: Deadline for Student’s Decision on Offer**

**Spring 2021 Internship Offers:**
- Extended during winter 2021 interviews – minimum of 1 week from date of offer

**Summer 2021 Internship Offers:**
- Extended during winter 2021 interviews – minimum of 2 weeks from date of offer
- Extended during spring 2021 interviews – minimum of 1 week from date of offer

**Fall 2021 Internship Offers:**
- Extended during summer 2021 interviews – minimum of 1 week from date of offer
- Minimum of 2 weeks to decide on offers extended at least 2 terms in advance

**Winter 2022 Internship Offers:**
- Extended from spring 2021 interviews – 3 weeks from date of offer
- Extended from summer 2021 interviews – August 26, 2021 or 2 weeks from date of offer, whichever is LATER
- Extended from fall 2021 interviews – minimum of 1 week from date of offer

**Spring 2022 Internship Offers:**
- Extended from summer 2021 interviews – 3 weeks from date of offer
- Minimum of 2 weeks to decide on offers extended at least 2 terms in advance

**Summer 2022 Internship Offers:**
- August 26, 2021 or 2 weeks from date of offer, whichever is LATER

**IMPORTANT:** If this is not honored, the CPD will not penalize students who renege on a summer 2022 internship offer.

EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT

Dartmouth College is committed to the principle of equal opportunity for all its students. For that reason, Dartmouth does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, military or veteran status in access to its programs and activities, and in conditions of admission and employment. Sexual harassment is a form of sex discrimination and constitutes a violation of Dartmouth’s equal opportunity policy. Additionally, students with documented learning disabilities have the same legal entitlements as students with other types of disabilities and are entitled to reasonable accommodations as appropriate.

All employers participating in Dartmouth’s recruiting program constitutes an affirmation that your organization’s stated commitment to equal opportunity is in all aspects consistent with Dartmouth’s above-quoted policy.