

# Faculty Guide to Ethical and Legal Student Hiring Practices

The National Association of Colleges and Employers has established best practices for faculty involvement in student hiring efforts. These recommendations are to protect YOU, your STUDENTS, and the SCHOOL and are based on *notions of fairness, equal opportunity, truthfulness, non-injury, confidentiality, and lawfulness.*

## DO

**SHARE** employment and internship opportunities with ALL of your students (post signs, send mass e-mail, send to career center, and so forth) do not hand pick students to share information with.

**ADHERE** to FERPA guidelines when disclosing information about a student to employers and be sure to secure permission from the student to speak about them. All information shared should be firsthand and based when possible on factual or written documentation.

**CONSULT** your campus career center on ALL employment and internship requests, in **100%** of ALL employment and internship opportunities.