Recruiting Policies and Guidelines

Students

BEAM, Stanford Career Education, aims to create an environment in which students are educated and supported in order to make employment decisions, and in which employers experience a fair recruiting environment. Stanford University is committed to diversity and inclusivity in all hiring and employment practices.

Students negotiate offers directly with employers. BEAM Career Educators are here to support and assist students with questions regarding recruiting policies and timelines. Students may contact BEAM for assistance with maintaining professionalism in written and in-person communication with employers, preparing for interviews, determining how to negotiate, and any questions related to Campus Recruiting.

Employers participating in Campus Recruiting

All employment professionals participating in Campus Recruiting (this includes: BEAM employer connection events, Handshake postings, employer information sessions, on-campus interviews, off-campus interviews, meetups, coffee chats and other informal networking events) are asked to work within a framework of professionally accepted recruiting, interviewing, selection, and job/internship offer practices as specified in:

- Stanford Fundamental Standard and Nondiscrimination Policy
- Sexual Harassment Policy & Title IX
- Non-Discrimination Policy
- NACE Principles for Ethical Professional Practice
- US Department of Labor and State of California
- Alcohol Policy

Offer Policies & Guidelines

All Stanford University students are encouraged to participate in as many on-campus recruitment opportunities as possible to build a network of connections, and gather information that will inform employment decisions. BEAM provides employers with information regarding quarterly academic schedules, however employers may choose to pursue recruitment outside of the academic calendar.

All employment offers should be extended in writing, including compensation, title and description of the role, start date (and end date for internships), benefits and any other pertinent details of employment.

All employers participating in campus recruiting must adhere to the following offer extension requirements and acceptance timelines (timeline begins after written offer is received):

<table>
<thead>
<tr>
<th>Type of Offer</th>
<th>Timing for Student Decisions</th>
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<tbody>
<tr>
<td>Full-Time and Internship Offers received from on-campus recruiting activities and/or the completion of an internship that took place prior to the Fall Quarter</td>
<td>November 1, or 3 weeks from written offer (whichever is later)</td>
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<tr>
<td>Full-Time and Internship Offers received from on-campus recruiting activities and events that took place during the Fall Quarter</td>
<td>November 15, or 2 weeks from written offer (whichever is later)</td>
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<tr>
<td>Full-Time and Internship Offers received during the Winter or Spring Quarter from campus recruiting activities and events</td>
<td>Given 2 weeks</td>
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</table>
**Exploding Offers** (a job offer that is retracted if not accepted in a very short period of time): Please note that exploding offers are **not** permitted by Stanford University.

**Professional Conduct:** We strongly encourage students to communicate professionally and honestly with potential employers (and vice versa), and emphasize their true status during the recruiting process (pending offers, offers provided, career trajectory, degree-level). Students who renege, or break their commitment on an employment offer that they had previously accepted in writing, when the employer had followed all previously noted recruiting policies and guidelines are subject to potential restriction from participation in on-campus recruiting activities.

Students should contact BEAM if they experience any direct or indirect violation of these policies and guidelines by potential employers. BEAM Career Educators will provide advice and advocate on the student’s behalf when possible. Employers who are found to be in violation will face restrictions on future participation in Campus Recruiting at Stanford.