



PRINCIPLES FOR PROFESSIONAL PRACTICE: CAREER SERVICES

Principles for Professional Practice: Career Services

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PRINCIPLES FOR PROFESSIONAL PRACTICE: CAREER SERVICES

- **As professionals, we must....**
 - Promote principles of professional practice and encourage acceptance throughout the educational institution, responding to reports of non-compliance.
 - Maintain an open and free selection of employment opportunities.
 - Maintain a recruitment process that is fair, equitable, and accessible to all.
 - Support informed and responsible decision-making by candidates.



Consider This...

- Read Case Study: [*I'm Looking for a Few Good People – Know Any?*](#)
- Points to Ponder:
 - The employer is asking for a special favor/consideration
 - The career center may lose this business
 - What are the legal and ethical implications?
- Principles That Apply:
 - Career Services Principle 3
 - Career Services Principle 4
 - Career Services and Employer Professionals Principles 6
 - Employer Professionals Principle 2



Knowledge

- Assist individuals in developing career plans or career decisions, without imposing personal values or biases.
- Gain and enhance knowledge of:
 - Career services field,
 - Students served,
 - Educational institutions, and
 - Counseling skills.
- Ensure students understand their obligations in the recruitment process and establish mechanisms to encourage their compliance.



EEO

- Maintain EEO compliance and follow affirmative action principles:
 - Notify employers of selection procedures that appear to have an adverse impact on a protected classification.
 - Assist recruiters in accessing protected groups on campus.
 - Inform protected groups about employment opportunities.
 - Develop awareness of and sensitivity to cultural differences and diversity of students, and provide responsive services.
 - Provide referral services that do not exclude any eligible students.
 - Respond to complaints of EEO non-compliance, work to resolve complaints, and, if necessary, refer to appropriate department or agency on campus.



Consider This...

- Read Case Study: [*Special Web Pages for Special People Case Study*](#)
- Points to Ponder:
 - Is it OK to offer exclusive resources for certain populations?
 - Is there another strategy regarding the hiring process that is suggested?
 - How else might the career center attract a minority student population to their programs and services?
- Principles That Apply:
 - Preamble to the Principles for Professional Conduct
 - Career Services Principles 6-c and 6-e
 - Employer Professionals Principle 6-a



Accurate Information and Confidentiality

- Provide students with information on opportunities and employers.
- Provide employers with **available** information about the institution, its students, and career services recruitment policies.
- Disclose student information only with the prior written consent of the student, unless necessitated by health or safety considerations.



Consider This...

- Read Case Study: [Can We Talk?](#)
- Points to Ponder
 - Does the career services professional offer too much detail in the e-mail post?
 - Is there a breach of confidentiality between the counselor and the client?
 - Consider applicable listserv rules and guidelines to follow in relation to disclosure of client information.
- Principles That Apply:
 - Career Services Principle 7
 - Career services should share with the client and/or post in their office the “Playing Fair...Your Rights and Responsibilities as a Job Seeker” article in [NACE’s Job Choices magazines](#)



Consistent Services

- Provide services to all students, including international students consistent with U.S. immigration laws.
- Provide comparable services to all employers.
- Establish reasonable and fair guidelines for access to services by employers.
- Apply the following principles when guidelines permit access to organizations recruiting on behalf of an employer and to international employers:
 - Organizations providing recruiting services for a fee may be asked to inform career services of the specific employer they represent.
 - Employers recruiting for work outside the U.S. are expected to adhere to the EEO policy and U.S. labor law policies of the career services office.



Assessments

- Only qualified professionals shall evaluate and interpret assessments.
- Assessments shall be administered in accordance with established guidelines.
- Students should be informed of the availability, purpose, and disclosure policies.



Fees

- If charging of fees is necessary, such fees shall be appropriate and shall not hinder student or employer access.



PRINCIPLES FOR PROFESSIONAL PRACTICE: CAREER SERVICES

- Advisory Opinions
 - [NACE Principles for Professional Practice](#)
- NACEWeb
 - [Knowledge Center](#)
 - [User's Guide to the Principles for Professional Practice](#)
 - [Training Resources](#)