Principles for Professional Practice: Career Services

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• 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 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.
• **Advisory Opinions**
  – [NACE Principles for Professional Practice](#)

• **NACEWeb**
  – [Knowledge Center](#)
  – [User’s Guide to the Principles for Professional Practice](#)
  – [Training Resources](#)