

HIRE GW

Recruitment Policies

GW career services has developed the following policies and guidelines to ensure that the recruiting process is fair and straightforward for both employers and students. Policies are consistent with the National Association of Colleges and Employers (NACE) “[Principles for Ethical Professional Practice](#).” Please review the following information prior to posting positions, engaging in campus recruitment events and fairs, or making an offer to a GW student.

Disclaimer

GW career services works closely with employers and is committed to understanding your organization’s unique recruiting needs. GW career services is ready to assist with promoting your opportunities to GW students and alumni. The volume of student applicants and/or event registrants will vary depending on a variety of factors including (but not limited to), opportunity description, student interest, and time of year. Please note that the Center for Career Services does not guarantee that an employer posted opportunity will result in GW student applicants or registrants.

Contact Us

For any questions please contact:

Employer Services
GW Center for Career Services
202.994.8633
oci@gwu.edu
careerservices.gwu.edu/employers



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Types of Positions

GW career services reviews all employer registrations and position descriptions and reserves the right to make a determination of the appropriateness of a bonafide position or internship being offered for the population it serves. For the protection of our students, we maintain the right to edit or delete any job postings and decline employer accounts for any organization:

- whose goals and practices are determined to be inconsistent with the ideals, principles, and practices of the University;
- about whom we received complaints from students;
- who do not provide all the required information for employer profiles and/or position postings;
 - who require financial investment on the part of our students/ alumni or may involve unreasonable risks;
 - who are not in compliance with the [NACE Principles for Ethical Professional Practice](#).

Bona Fide Position

Defined as a professional position requiring college-educated candidates, that is salaried and does not require a candidate to pay a fee for training, equipment, application procedures, or other job related expenses. This does not apply to federal and state licensing requirements such as real estate, securities, etc. GW career services does not support full commission based positions. Positions that are based in home offices or private residences, and/or personal service positions such as—but not limited to—childcare, yard work, nanny, caretaker, tutor, pet care, etc. should consider posting on [QuadJobs](#).

Third-party recruiters – including agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs - will disclose information as follows:

- a. Disclose to students the name(s) of the client(s) that the recruiter is representing and to whom the students' credentials will be disclosed.
- b. When deemed necessary, will disclose information upon request to the career services that would enable verification that it is recruiting for a bona fide job opportunity.

Additional resources:

[Equal Employment Opportunity Compliance Standards](#)

[Department of Justice: Best Practices for Recruiting and Hiring Workers](#)

Bona Fide Internship

A bona fide internship (or fellowship), is one in which a student works on a project of importance to the organization, receives timely instruction and feedback from a supervisor, and has a mentor-like relationship with someone in the organization who can teach him/her about the organization and the industry as a whole. The student should not be required to pay a fee. For-profit employers posting unpaid internships must pass the [Test for Unpaid Interns and Students](#) as outlined by the U.S. Department of Labor.

Additional resources:

[Internship FAQ's](#)

GW career services uses post-graduation outcome survey data to understand students' career needs and positions likely of interest to GW students and alumni. Therefore, we reserve the right to decline employers and job postings determined inappropriate with our overall student population.



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Job and Internship Offer Considerations

Full-time and internship offers should be made through an offer letter sent directly to the student. The Center for Career Services asks to be notified of offers to ensure staff can work with students on adhering to student policies regarding hiring.

GW career services reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if GW career services receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.

Timelines

To ensure students have the opportunity to make well-informed, thoughtful decisions regarding job opportunities, the Center for Career Services asks that employers give students ample time to consider all offers. We encourage employers to consider the following timelines for their offers:

Summer

- Candidates who receive full-time employment offers from summer internships should be given until October 30th to accept/decline.

Fall

- Students who receive full-time employment offers from fall recruiting should be given until November 15th to accept /decline.
- Students who have interviews after November 15th should be given a minimum of four weeks from the date of the offer to accept/decline.
- Students who receive internship offers from fall recruiting should be given a minimum of four weeks from the date of the offer to accept/decline.

Winter/ Spring

- Students who receive full-time employment offers from winter/spring recruiting should be given until March 15th to accept /decline.
- Students who have interviews after March 15th should be given a minimum of four weeks from the date of the offer to accept/decline.
- Students who receive internship offers from winter/spring recruiting should be given a minimum of four weeks from the date of the offer to accept/decline.

Honoring Offers

The Center for Career Services expects all employers to honor their job offers. In the event that an offer must be withdrawn or changed, the Center for Career Services must be contacted immediately. Students are also responsible for honoring the commitments they have made, whether verbally or in writing. If we learn they have not, their access to the Center for Career Services' resources and opportunities will be affected.

Students are expected to:

- Pursue only positions in which they have a genuine interest
- Respond to all invitations from companies offering them an interview
- Participate in all interviews they accept
- Be prompt and well-prepared for all interviews
 - Present an accurate account of work experience and education on their resume Answer all questions in the interviews truthfully
 - Discontinue the job search immediately after accepting an offer and notify all other potential employers of their decision



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Additional Guidelines -

Confidentiality

Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records and reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health or safety considerations, in accordance with the [Family Educational Rights and Privacy Act](#).

Non-Discrimination

GW does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age disability, veteran status, sexual orientation, or gender identity or expression. Employers must comply with the University's Equal Employment Opportunity (EEO) guidelines. It is irresponsible, unprofessional, and unethical for GW career services staff to make referrals of specific students to employers.

Alcohol

GW career services adheres to the NACE policy that states serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activity, regardless of its location, should be alcohol-free. If a person, company, or organization chooses to provide or serve alcohol in violation of this policy, the person, company, or organization assumes complete liability and agrees to indemnify GW career services and GW, including its trustees, and employees, for any damage or injuries sustained to persons or property as a result of or arising out of a violation of this policy. In addition, GW career services reserves the right to revoke the recruiting privileges of any person, company, or organization who violates this policy.



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