



Harvard Graduate School of Design, Office of Career Services Employer Recruiting Policy

Equal Opportunity

Harvard Graduate School of Design (GSD) does not discriminate against any person on the basis of race, color, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, political belief, source of income, or status as a veteran in admission to, access to, treatment in, or employment in its programs and activities. The School of Design has instituted these policies and certain procedures to ensure a safe and non-discriminatory environment and to meet legal requirements, including Title IX of the Education Amendments of 1972.

All employers using the facilities and services of the GSD Office of Career Services must comply with these policies and procedures.

GSD requests that all recruiters abide by the following principles:

Students' Right to Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' educational records and applies to any school that receives federal funding, including Harvard GSD.

Outreach / Interviewing

- All interviewing, including the use of online questionnaires or tests, must be free of bias.
- Travel expense reimbursement policies should be clearly communicated to students with an invitation to interview.

Recruiter Standards

- Recruiters are expected to follow set guidelines as they recruit at the GSD. If you are concerned about a student's comments or behavior, you may contact GSD Career Services for advice on handling the situation.

Full-time Job and Internship Offers

- We ask that you provide all offers in writing.

Full-time Offers

- Students seeking full-time employment should have a minimum of one week (preferably two weeks) following a written offer to come to a decision.
- Students with a full-time employment offer as a result of their summer internship should not be required to accept offers before mid-November.
- For previous employees (including sponsored students), students and organizations may determine a mutually agreed upon decision date.

Internship Offers (Summer and Year-round)

- In line with federal employment law, we require that for-profit employers pay students at least the federal minimum hourly wage as well as time and half for hours worked over a 40 hour work week. **Please note that state and/or city hourly minimum wage laws may supersede the federal minimum wage law.**
 - *Paid Internship Offers:* Students with a paid internship offer should have a minimum of two weeks to come to a decision.
 - *Unpaid Internship Offers from a Non-profit or Government Employer:* Students are highly encouraged to apply for summer funding through the GSD's Community Service Fellowship Program (CSFP). (Students returning to campus in the fall following their summer internship are eligible.) Employers and students should allow until early to mid-April to come to a decision, when CSFP Summer Internship funding decisions are released.
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- Should an employer not be in a position to abide by the timing above, clear expectations must be set during the interview/offer process.
 - The full offer (including incentives, such as signing bonuses, travel or tuition reimbursement, housing) must remain open in line with the timing outlined above.
 - Withdrawing job offers, whether verbal or written, violates professional standards and GSD policy. If your organization is considering retracting an offer for any reason, please call the Office of Career Services immediately.
 - Should a student withdraw acceptance of a formal job or internship offer, we ask the employer to contact us.

Consequences for Recruiting Policy Violations

- GSD Career Services will evaluate each recruiting policy violation on a case-by-case basis.
- Possible courses of action include: prohibiting a company from recruiting at the GSD for a period of time; this information is made available to students on our internal website in the company's permanent file.

Acceptance of Employer Policy

- Failure to meet these policies may result in restricted access to, or denial of, GSD resources and services. To participate in our programming, we require you read and agree to our policies.
- The GSD utilizes an online career management system, CREATE, to post jobs and coordinate employer visits. Employers are asked to agree to GSD recruiting policies before jobs and on-campus recruiting visits are approved.

Student Policies

GSD Career Services has created and implemented a set of policies that inform student behavior throughout the recruiting process. These policies include procedures for late interview cancellations, no-shows, renegeing on accepted offers and other violations of professional standards.

Interview Cancellation

- Skipping interviews or cancelling them at the last minute is unprofessional, diminishes opportunities for other students and negatively impacts your reputation and the School's relationship with the companies.
- Students are expected to honor all interview appointments, both GSD coordinated and Company coordinated.

Ethical behavior during the Job Search

- ***Upon accepting an offer*** (verbally or in writing), ***all interviewing with other companies should cease***. Students are expected to notify other employers that they have accepted another offer.

Reneging

- ***Reneging means that you have accepted a job offer, either verbally or in writing, and then change your mind and reject the offer*** (for any reason). Reneging is an extremely serious recruiting violation and is inconsistent with GSD values. It will do great damage to your personal reputation and the reputation of the GSD. In addition, you place job opportunities for future students at risk.
- **In the event that you have changed your mind about an accepted offer, contact GSD Career Services immediately to discuss your situation.** Students should be aware that employers are asked to notify the GSD Office of Career Services if a student violates these policies.

Recruiting Standards

Students are expected to conduct themselves professionally as they participate in interviews with employers at the GSD.

Questions / Concerns

Should any questions/concerns arise over a perceived violation of propriety during the recruiting process, please contact GSD Career Services at career@gsd.harvard.edu or 617-495-4296.

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