

Lebanon Valley College

Breen Center for Graduate Success

PREPARING STUDENTS & ALUMNI TO REACH EMPLOYMENT DESTINATIONS

Policies and Agreements Concerning Students

Lebanon Valley College's Breen Center welcomes the opportunity to assist current students and alumni seeking employment. We ask that you be aware of the policies and agreements that govern our operation and profession, and conduct yourself appropriately. We also ask that you familiarize yourself with our [mission, goals, and services](#) for a better understanding of how we can help with your career planning/job search needs.

Expectations of Students Utilizing the Breen Center

One of the core functions of the Breen Center is to help prepare students for the transition to the world of work.

Your part in this process is to:

- Conduct yourself in a professional and appropriate manner through your job search activities, documents, and social media representation.
- Provide accurate and honest information about your education, experience, and qualifications for full-time positions and/or internships for which you apply.
- Register, in advance, for any career event or program where registration is requested.
- Attend all scheduled on-campus interviews or events you have registered for, unless you have cancelled your scheduled interview/registered attendance through Handshake or notified staff of the Breen Center of your need to cancel.

ACCEPTING OR DECLINING A JOB OFFER

When you are engaged in an active job search, there are several principles to keep in mind:

- When accepting an offer, do so with the full intention of honoring your commitment. Let employers know promptly of your intention to accept or reject an offer and, if accepting, withdraw all other applications or scheduled interviews.
- Claim reimbursement only for fair and legitimate expenses, provided an employer has agreed to reimburse travel expenses incurred during the recruiting process.
- Inform staff of the Breen Center of your offer by emailing breencenter@lvc.edu or by calling 717-867-6560; change Employer Viewing (of your résumé and profile) by unchecking this option in your profile and account information.
- Be aware of the implications involved in renegeing job offers. Consult the Breen Center if you are considering such action.

APPLYING FOR AND ACCEPTING INTERNSHIPS

Lebanon Valley College defines an internship as a practical and professional work experience that allows students to participate in the operations of business, industry, education, government, or not-for-profit organizations. Internships provide students with opportunities to integrate their classroom learning with on-the-job experiences and to test practical applications of their liberal arts education in a variety of settings.

Internships involve supervision, mentoring, and reflection. In large part, this is what distinguishes them from other forms of experience such as part-time jobs or volunteer opportunities. As such, they need to be planned carefully with the student, faculty advisor, and employer sharing in the establishment of learning objectives, work assignments and tasks, reflection activities, and evaluation measures.

If you plan to accept an internship, we expect the following:

- Inform the Breen Center of your acceptance of an internship.
- Conduct yourself in a professional manner as you represent LVC. Refer to "Making the Most of your Internship" (page 13) in our [Finding an Internship and Other Related Experience](#) guidebook.

FAILURE TO ACT RESPONSIBLY

The Breen Center reserves the right to review violations of our policies and expectations concerning students and suspend/limit access to resources and services as necessary. If warranted, students may be referred to the vice president of student affairs for review and/or action.

Handshake Disclaimers

By logging into Handshake, Lebanon Valley College's online job search program, students, alumni, and any other registered job seeking candidates are agreeing to allow personal and professional information (e.g. name, address, telephone, email address, degree), they provide to be accessed by the Breen Center and approved employers seeking candidates for career, internship, and part-time employment opportunities. Students who do not want their information made available to employers in this way should be certain to uncheck the allow employer viewing in their profile under account. Choose "YES" and upload a résumé if you want employers to view your information.

Please be advised that while the Breen Center screens employers for recruiting activities and job postings, we do not specifically endorse any business, organization, or school district, nor are we responsible for the actions of the personnel that represent these employing organizations. Students are urged to perform due diligence in researching employers when applying for or accepting private, off-campus employment. The Breen Center is available for consultation on how to research prospective employers. It is your obligation to seek information and legal representation if you feel you are being discriminated against/mistreated in the workplace or employment application/interview process.

Our Relationship with Employers

The Breen Center markets LVC students to employers and works hard to build recruiting relationships with them through our on-campus recruitment activities and consortium events. Job-seeking candidates should know that employers who post employment/internship opportunities or participate in any on-campus recruiting activity at LVC are screened by the Breen Center. Employers agree they will adhere to applicable federal and state EEO laws, regulations, standards, and guidelines. They also agree to appropriate standards set forth by National Association of Colleges and Employers (NACE) in all

recruiting efforts, that no fee will be charged to any candidate at any time, and that they will not disclose résumés or other applicant information under any circumstances to other entities without the applicant's prior consent.

The Breen Center reserves the right to discontinue services to employers who have violated EEO or NACE guidelines. Career development also reserves the right to limit or terminate services to employers deemed not appropriate for the interests of our students and alumni. Further, we do not permit the soliciting or marketing of products or services to our students/alumni in any recruiting activity.

Lebanon Valley College is a member of NACE and as such LVC's Breen Center follows the [Principles for Professional Practice](#).

You may also want to make yourself aware of our Policies and Agreements Concerning Employers found on our [Resources for Employers](#) webpage.

EMPLOYERS SEEKING INTERNS

The Breen Center encourages employers seeking interns to provide quality experiences. As a part of that effort, we direct them to information on best practices including:

- [Best Internship Practices](#) as provided by NACE.
- [Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#)

THIRD-PARTY RECRUITER POLICY

Third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or fulltime employment other than for their own needs (NACE). This category of employers would include, though not be limited to, employment agencies, résumé referral firms, temporary agencies, and search firms.

Students should be aware that Lebanon Valley College's Breen Center requires Third-Party Recruiters to abide by the conditions, guidelines, and policies listed below:

- Follow the specific guidelines for employment professionals and third party recruiters as set forth by the Principles for Professional Practice (NACE): www.naceweb.org/principles.
- Disclose in full, on request, the name of the client/clients they represent and provide descriptions of positions and geographic locations for which they are recruiting. The Breen Center reserves the right to verify this information by contacting the client/clients. The center will respect the confidentiality of the information it obtains and will not publish it in any way.

NO ALCOHOL DURING COLLEGE RECRUITING POLICY

The Breen Center of Lebanon Valley College is a member of the National Association of Colleges and Employers (NACE), the professional association for college recruiters and career services professionals. As members, we abide by the NACE Principles for Professional Practice, a document that serves as the ethical framework and foundation for practices within the career services and recruiting fields.

The Principles' document states "Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc." The LVC Breen Center supports the "No Alcohol in Campus Recruiting" policy.

If you would like to read the [Principles for Professional Practice](#) document in its entirety, you can find it on NACE's website.

Policies and Agreements Concerning Students are subject to change without prior notice. All students are subject to the terms of the current document.