

**Cranfield School of Management Code of Conduct:
Professional Standards for Recruiters and Students**

The Career Services' Code of Professional Standards, has been designed to ensure that both Students and Recruiters are able to explore options, undertake meaningful dialogue and thereafter make informed choices during the recruitment process.

**Cranfield Careers Services Code of Conduct: Professional Standards
for Recruiters and Students**

All organisations participating in recruitment activities, as well as students, are expected to comply with this Code. Should your organisation find any difficulties in implementing any part of these standards, please contact your appointed Careers Service Manager/Advisor for assistance. To ensure continuity, we ask that all recruiters within your organisation are given a copy of the Code and are aware of its contents before engaging with students direct or coming on campus.

1. Equal Opportunities Policy

Cranfield University aims to ensure that no job or course applicant, employee or student will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender, gender identity, sexual orientation, disability, marital status, age, religion, belief or non-belief. Every effort will be made also to avoid discrimination on grounds of religion, belief or non-belief, political belief (subject to this not having an adverse effect on an individual), socio-economic background, parental status and age (being subject to current pension schemes and retirement conventions). The University will operate criteria and procedures which are designed to ensure that individuals are selected, educated, promoted, treated and trained on the basis of the requirements of the appropriate course or job and their relevant aptitudes, skills and abilities.

We expect companies that recruit at Cranfield to adhere to this policy and we will only wish to work with employers whose practices are consistent with this policy.

2. Presentations and Recruiting Events

To ensure that all students have an opportunity to participate in events and focus on their academic work, we ask that you conduct your recruiting within the dates set out on the recruiting calendar. For established clients this will have been sent out to you prior to start of the new course year. For new clients the calendar can be obtained from Career Services by emailing: elizabeth.seymour@cranfield.ac.uk. Barring extreme circumstances, we do not schedule company presentations or on-campus recruiting events during student class times.

3. Candidate selection

Many of our experienced students attend Cranfield with the aspiration of making a significant career change in either sector, function and/or geography. We encourage companies to keep an open mind when considering applications, taking into account relevant competencies as well as motivation; in addition to prior experience.

4. Interviews

We recommend that organisations do not begin interviewing students until at least two to three weeks after they have presented on campus. This allows sufficient time for students to submit applications as well as allowing the company time to make thoughtful short-list decisions. Wherever possible, please allow students sufficient notice to prepare for interviews. This should ideally be no less than one week. Organisations are required to keep the Career Development Service informed of which students they have selected for interview and the outcome of these interviews.

5. Recruiters Decisions

Timely response from an organisation or recruitment agency / headhunter, regarding application status strongly shapes students' perceptions and is a powerful determinant of an organisation's reputation on campus. We request that you promptly notify students of their success or failure after:

- An application is submitted
- An interview (Telephone, Face to Face or Video conference) is conducted
- Notify the Career Development Service once an offer has been made

Where organisations are operating a "Waiting List" students need to be notified of this status.

6. Peer Evaluation

Recruiters should not ask students to comment on other students. Should you require information on the academic status of a particular student; please contact the Career Development Service.

7. Offers of Employment

Time for offer consideration

To ensure that students have an opportunity to make a thoughtful decision regarding employment offers, particularly in cases where relocation is being considered, we ask that three weeks be given from the offer date. It is though acceptable that a decision date is agreed mutually between you and the student/s in question. Please note that:

- Our MBA and Exec MBA students undertake their International Business Experience Trip in June each year (normally during 2nd and 3rd weeks). Therefore, we ask that offers made close to this date give a deadline allowing the student/s time to read their contract and ask any outstanding questions on returning to campus, that would mean a deadline of, at the **earliest**, the end of June.

- **No “exploding” offers**

Job offers containing incentives, such as bonuses or tuition reimbursement, must remain open in their entirety until the decision date agreed between yourself and the student/s. It is never advisable to pressurise students into making hasty employment decisions.

Companies are expected to honour all offers

Companies should not withdraw a job offer once made (verbal or written). If the need to withdraw an offer arises, please contact the Interim Director of the Career Development Service – Stewart Elsmore (Tel: +44 (0) 1234 754394) or in his absence Michele Gray - Business Development Manager - Industry (Tel: +44 (0) 1234 754377).

8. Student Obligations

All Cranfield School of Management students are expected to honour all job acceptances

A student who reneges on a job acceptance commits a breach of the Code of Conduct. If a student who has accepted a job offer from you expresses concern about his or her employment decision, please let us know and we will try to assist.

Career Development Service

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