

Office of CAREER ADVANCEMENT

Employer RECRUITING POLICY

Equal Opportunity

Harvard Kennedy School 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 Kennedy School 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 HKS Office of Career Advancement (OCA) must comply with these policies and procedures. Harvard Kennedy School makes one exception to this policy. Under threat of loss of funding to the University resulting from the Solomon Amendment, the Kennedy School has suspended the application of its non-discrimination policy to military recruiters. This exception to our policy does not in any way reflect acceptance of, or agreement with, discriminatory hiring practices.

HKS 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 Kennedy School. Students consent to include their resumes in the HKS resume books available to employers/recruiters. The HKS resume book is intended for the use of recruiters and hiring managers only; requests are screened by OCA staff.

Outreach/Interviewing

- › We ask that employers accommodate students' class schedules when arranging interviews; many courses do not permit students to miss class for any reason other than sickness or family emergency.
- › All interviewing, including the use of online questionnaires or tests, must be free of bias.
- › It is customary for employers to reimburse travel expenses for interviews; policies should be clearly communicated in an invitation to interview.
- › Resume books are available and designed for targeted outreach only and not intended as a tool to email a broad audience of students.



Job Offers

- › We ask that you provide all offers in writing.
- › Full-time offers:
 - Students seeking full-time employment should have a minimum of 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.
- › Summer internship offers:
 - Paid internships: Students with a paid summer internship offer should have a minimum of three weeks to come to a decision.
 - Unpaid internships: Students with an unpaid summer internship offer should have until the HKS Summer Internship Fund decisions are released in early to mid-April to come to a decision.
- › Should an employer not be in a position to abide by the timing above, clear expectations must be set during the interview or 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 HKS policy. If your organization is considering retracting an offer for any reason, please call the HKS Office of Career Advancement immediately.
- › Should a student withdraw acceptance of a formal job offer, we ask the employer to contact us.

Student Policy

OCA has created and implemented a set of policies that govern 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. Please refer to the [Student Recruiting Policy](#) for more information. Employers are asked to notify OCA if a student violates these policies.

Questions or Concerns

Should any questions or concerns arise over a perceived violation of propriety during the recruiting process, please contact HKS Office of Career Advancement at hks_career@hks.harvard.edu or 617-495-1161.

Acceptance of Employer Policy

Failure to meet these policies may result in restricted access to, or denial of, OCA resources and services. To participate in our programming, we require you read and agree to our policies.

Office of Career Advancement

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