

Caltech Student Club and CDC Practices Relating to Career/Job Hunting Related Activities/Programs

Caltech's Career Development Center (CDC) is responsible for providing services and resources to assist both GRADUATE AND UNDERGRADUATE students in the cultivation and enhancement of skills to explore career options. The CDC fulfills this responsibility by coordinating contacts with employers, including employer visits and career days on campus. This approach avoids confusion with employers and ensures that all interested students are aware of career opportunities.

The CDC will work collaboratively with Caltech clubs to:

1. Promote career related events
2. Ensure that fair and ethical recruiting practices are in place
3. Better prepare students for such events
4. Eliminate redundant efforts by clubs or the CDC
5. Avoid scheduling conflicts
6. Establish and maintain mutually beneficial relationships with employers

The CDC is the designated office at Caltech to organize and sponsor employment and career related activities and events for students.

CDC staff members are very serious about their responsibility for communicating career information and opportunities to students with regard to reaching the most productive employment markets, studying the competition, and interpreting the options available in graduate school.

To be clear, since the CDC is designated as the Caltech office with responsibility for sponsoring and organizing any career related events, including any virtual events, **the CDC must be notified of any proposed career related events considered by student clubs even during the inception stage to allow proper oversight and organization through the CDC, regardless of location and sponsor.** This includes, but is not limited to, information sessions, networking events, or guest speakers whose focus is on employment opportunities or hiring.

If a club wishes to have an event, the club must contact the designated representative at the CDC at the inception stage of the proposed event and before any date is set. ALL such events must be coordinated with the CDC to prevent duplication of effort and so that such events are advertised to the entire student body.

Clubs, per se, **may not hold or host on-campus or virtual** company interviews or career fairs, or industry nights. Such activities must be organized and run by

the Career Development Center. Co-sponsorship of the CDC with a club is always possible.

Clubs may not enter into agreements with online job posting services to advertise such services to their student membership or provide access to students' names or emails. Any request from such firms must be referred to the CDC.

All companies and organizations (including start ups) must post their job openings on NACElink when recruiting Caltech students. If a club is contacted by a person who or organization that wishes to hire Caltech students or postdoctoral scholars, the club should insist that the employer contact the CDC in order to formally post the position on NACElink. If details about a position are emailed or communicated to a club, the club must *immediately* forward the email or information to the CDC at career@caltech.edu. The CDC will confirm when the company is registered and the job is posted on NACElink and, at that time and not before, the club may distribute the information to their membership.

To notify the CDC of a proposed career related event or for assistance in arranging one, please contact Assistant Director Mandy Casani mcasani@caltech.edu or in her absence Recruiting Coordinator Cathy Miles cjmiles@caltech.edu.

It should be noted that these practices pertain to all members of student clubs whether those members be undergraduates, graduate students, postdoctoral scholars, or other Caltech employees.