

A FACULTY SUMMARY GUIDE TO ETHICAL AND LEGAL STANDARDS IN STUDENT EMPLOYMENT

As a faculty member, you can support the career aspirations of your students and graduates and complement the work of the Career Center here at Southern Utah University. Helping students in their job and internship searches can sometimes raise unanticipated legal or ethical issues that may affect Southern Utah University, your college/department, and yourself. This summary guide is intended to provide you with guidance in areas that you may encounter.

Candidate Referrals

If an employer contacts you to request the names of students who would be good candidates for internship or job opportunities:

1. The initial request should be sent to the SUU Career Center so the opportunity can be posted openly in Handshake for all qualified candidates.
2. Once broadly posted, then it is generally acceptable for you to encourage students to apply for the position. **Note: Do not limit encouragement to apply to only one class of individuals.**

Publicizing opportunities through the SUU Career Center helps ensure all students have access to the opportunities, prevents confusion by providing employers and students with one point of contact on campus, and allows the Career Center to build relationships with employers that will benefit our entire campus community.



Referring Candidates of Diverse Backgrounds

If an employer asks for your assistance with their efforts to recruit students from underrepresented backgrounds:

1. Contact the SUU Career Center to inform them of such a request, and the Career Center will inform the Center for Diversity and Inclusion.
2. Do not identify any specific individuals based upon their race or perceived race or background.



There may be legal implications when referring students with underrepresented backgrounds. The SUU Career Center will ensure the opportunity is posted openly to all qualified candidates while ensuring the employer and institution are proceeding ethically and legally.

Providing References

If you are asked by an employer to provide a written or oral reference for a student:

1. Obtain written authorization from the student to provide the reference.
2. Provide information that is based on facts, not conjecture, and not personal information unrelated to the student's qualification for the job in question.
3. If you are unclear or uncertain what you can and cannot share, see the Sample Faculty Reference Letter at NACEweb.org (naceweb.org/career-development/organizational-structure/sample-faculty-reference-letter)

You may expose yourself and the institution to legal liability if you share protected students' information without their permission, or limit a student's opportunities through opinion or speculation or by sharing irrelevant information.

Questions? If you have questions or concerns about how to address a particular issue, please contact the SUU Career Center or Legal Counsel.

SUU Career Center

suu.edu/careercenter

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