ADDENDUM TO THE ACUHO-I ETHICAL PRINCIPLES AND
STANDARDS FOR COLLEGE AND UNIVERSITY HOUSING

Ethical Hiring Practices for Housing Professionals
(March 2002)

The following guidelines should be practiced by housing operations when hiring professional staff.

1. In the position announcement, HOUSING PROFESSIONALS should ensure that job requirements are clearly stated (e.g., position is live-in, live-on, or live-off; terms of contract, if applicable; location of work; whether the position is unionized; physical requirements pertaining to relevant disability legislation; etc.).

2. HOUSING PROFESSIONALS should accurately portray all responsibilities of the position and work conditions, including all relevant reporting lines.

3. In the position announcement, HOUSING PROFESSIONALS should clearly state expectations for the provision of the applicant’s professional references (i.e., names only, letters of reference, other). These provisions should comply with relevant employment or human rights legislation.

4. HOUSING PROFESSIONALS should acknowledge receipt of every application within a reasonable amount of time by letter or e-mail.

5. HOUSING PROFESSIONALS should send regret letters in a timely manner to applicants who are not among the finalists.

6. HOUSING PROFESSIONALS should return portfolios and special materials to the non-finalists in a timely manner.

7. HOUSING PROFESSIONALS should afford finalists the opportunity to visit the campus, at the institution’s expense, if possible, before extending an offer of employment.

8. HOUSING PROFESSIONALS should specifically describe which candidate travel expenses will be covered by the employer and which expenses the candidates must cover. Eligible candidate expenses should be reimbursed to the candidate in a timely manner.

9. HOUSING PROFESSIONALS should notify each candidate when she or he is placed on a list of finalists.

10. HOUSING PROFESSIONALS should provide finalists with information on the anticipated hiring process schedule.

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11. HOUSING PROFESSIONALS should ensure that members and chairs of search or selection committees are thoroughly briefed and informed in writing about the procedures and requirements for the screening and search process for the specific position.

12. HOUSING PROFESSIONALS should ensure that all interviewers have been informed in writing about the legal guidelines and appropriateness of conduct and questions asked during the interview process, including questions that are not permitted by relevant employment or human rights legislation.

13. If a search process is extended or terminated, HOUSING PROFESSIONALS should promptly inform applicants and provide an explanation for the extension or termination.

14. HOUSING PROFESSIONALS should make position offers in person or by telephone, followed by a letter confirming the offer and a signed contract or letter of appointment.

15. HOUSING PROFESSIONALS should inform the finalist, or as part of the job offer, of the institution’s policy regarding moving expenses.

16. HOUSING PROFESSIONALS should set a date by which the finalist must inform the institution of the decision to accept or decline the offer.

17. Finalists who are not selected should be called by HOUSING PROFESSIONALS and also should receive a letter within a reasonable time.

18. HOUSING PROFESSIONALS should indicate how candidates can access specific information on benefits packages.

19. HOUSING PROFESSIONALS who volunteer in conference career centers have an ethical obligation to maintain a neutral position regarding institutions and posted vacancies when working with candidates. Volunteers should not simultaneously be engaged in a related job search.

20. HOUSING PROFESSIONALS should ensure that entry-level staff members understand their role and ethical obligations in the hiring process.

21. HOUSING PROFESSIONALS offering a position appointment to a candidate should discuss with the candidate the status of their current employment. Candidates should make it clear to their current employers that they are actively pursuing other job opportunities. Current employers should be provided at least two weeks written notice of the last day of employment. It is recommended that between July 1 and October 1 the current employer be provided at least four weeks written notice before the last day of employment.