

CODE OF ETHICS - GUIDELINES FOR CANDIDATES AND RECRUITERS

INTRODUCTION

The Council of International Schools, International Schools Services, Queen's University, Search Associates and the University of Northern Iowa take stewardship of the recruiting process seriously and, in response to the growing challenges, have agreed to implement the following guidelines at recruitment conferences. The organizations will continue to consult regularly as the recruitment process evolves.

GUIDELINES

1. School representatives must adhere to the hiring laws of the country in which interviews are being conducted. All candidates will be given equal consideration without reference to age, sex, race, religion or disability. Relevant host country living conditions and visa restrictions should be presented during the interview process for review by potential candidates.
2. Recruiters and registered candidates may meet in advance of a recruitment conference. Once at a conference, independent meetings may also take place in advance of the formal interview sign-up period. Schools may offer positions, and registered candidates may accept, at any time.
3. Candidates should, to the extent possible, research schools and positions before interviews, so that decisions may be informed ones, leading to comfort and compliance with all agreements. When offering positions, recruiters should allow candidates who wish it, reasonable and mutually agreed upon time within specific conferences to make a decision.
4. An offer for the same position will not be made simultaneously to multiple candidates.
5. Recruiters are expected to notify candidates who have scheduled interviews if a position is filled before their assigned interview time. However, recruiters may wish to interview these candidates for future consideration.
6. Candidates have an equal responsibility to notify recruiters if they have accepted a position and will not be honoring an interview appointment.
7. A verbal offer and acceptance are considered binding on both parties. It is strongly recommended that recruiters and candidates sign a letter of intent or a contract providing the basic terms of the agreement at the time the offer is accepted.
8. Both schools and candidates are expected to honor offers made and accepted, whether written or verbal.

CONCLUSION

The five recruitment organizations, by adopting these guidelines, actively support an atmosphere at recruitment conferences that will be conducive to thoughtful decision making. Individual recruitment organizations reserve the right to withdraw future services and support from schools or candidates in the event of infringement of these guidelines.