

## **Professional Recommendation Policy**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

### **Purpose and Scope**

This policy is for the Twardowski Career Development Center. As an office with high student interaction, this policy is meant to outline ethical practices related to students requesting professional recommendations for jobs, internships or graduate school. This is in line with the NACE Principles for Ethical and Professional Practice (<https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>) which states that practitioners should protect the confidentiality of 1) all personal information related to candidates and their interviews, and their engagement with services, programs, and resources, and 2) student information related to professional plans.

### **Policy Statement**

Twardowski Career Development Center (TCDC) staff who have a counseling relationship with a student or graduate of WCU are not permitted to provide recommendations to that student or alum for jobs, internships or graduate school applications. If the nature of the relationship is outside of the realm of counseling (e.g., supervisor to a student paraprofessional, chaperone on a service or international trip, etc.) than a recommendation can be provided if the staff member is comfortable doing so. However, if the relationship is strictly one developed through the student seeking career counseling from the staff member, the staff member is not ethically able to provide a recommendation under any circumstance.

### **References:**

UNIVERSITY POLICY

National Association of Colleges and Employers Principles for Ethical and Professional Practice (<https://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>)

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**Approved by:**



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