

# On-Campus Recruiting Policies & Procedures

## 1. Personal Profile

You **MUST** complete your Personal Profile within the Handshake system. Please be sure to include a telephone number where you can be reached.

## 2. Changing Your Interview Time

You may change your interview time through Handshake, provided time slots are still available. Interview time changes are accepted up to three business day prior to the date of the interview.

## 3. Cancellations/No Shows

When scheduling an interview, take into consideration your academic and social calendars. If you must cancel your interview, **it must be done 48 hours in advance of the scheduled interview**. Students selected for interviews who fail to appear for a scheduled interview will be considered no shows. No shows and students who cancel after the specified 48 hour time period will have their interviewing privileges withdrawn immediately. The first time you miss an interview, your Handshake privileges will be suspended/set to “browse only” status until a letter of apology is written to the employer. This letter and a stamped envelope addressed to the employer must be provided to the Career Center. We will mail it and reactivate your registration. The second offense will result in your privileges being withdrawn permanently.

Employer names and addresses are accessible through the Handshake system.

## 4. Information Sessions

It is strongly recommended that you attend an information session if you will be applying for a job with a given company. Unless otherwise specified, an info session is open to any student who wants to attend.

## 5. General Interview Etiquette

Dress appropriately for all interviews. This usually means a suit. If you are not sure if this is appropriate for a specific interview situation, please ask someone in the Career Center for guidance.

Thank you notes should be sent to the interviewer immediately after an interview. Remember to ask for your interviewer's business card.

## 6. Before the Interview

Be as prepared as possible. Use all resources to learn about employers that are of interest to you.

- Attend information sessions when offered
- Research the organization extensively before applying by using the web or other resources. **And do not apply for an on-campus interview unless you are genuinely interested and plan to sign up for an interview time slot if selected by the employer.**
- Keep up with industry periodicals, newspapers, etc.

## **7. At the Interview**

- Arrive 10 minutes early for all interviews
- Bring a list of references
- Bring extra copies of your resume
- Dress appropriately

## **8. Guidelines and Ethics Accepting an Offer – Breach of Ethics**

Once a student has accepted an offer of employment, fellowship, or internship (through our services or otherwise) s/he should NOT engage in any additional interview activities.

A student is no longer eligible to participate in the Career Center's on-campus or off-campus recruiting programs after accepting an offer. The Career Center considers accepting multiple offers, pursuing additional opportunities after acceptance of an offer, and reneging of a previously accepted offer to be unethical.