

Stephen F. Austin State University  
Center for Career and Professional Development

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**Student and Alumni Guidelines**

Participation in services offered by the Center for Career and Professional Development (CCPD) is a *privilege*, and comes with certain ethical expectations and responsibilities, as listed below.

**Mission**

The Center for Career and Professional Development exists to empower students and alumni to achieve life-long career success. We fulfill this mission through individualized assistance, diverse career development programs, and collaboration with both internal and external partners concentrated on career goal achievements.

**Discrimination and Harassment Policy**

It is the policy of Stephen F. Austin State University, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law. For these reasons, we expect that participants in events sponsored by Career Services will fully comply with all university policies and all applicable laws with regard to the equitable and fair treatment of all persons. Employers who violate this policy may be subject to removal from campus and/or prohibition from participating in CCCPD events for a specified period of time.

Violations of law or policy may be reported to the CCPD team, or may be reported directly to the Title IX Coordinator for the University, Dr. Michael Walker at (936) 468-8292.

**On Campus Interviewing**

A scheduled interview is a business appointment made between you and the employer. When you fail to show for scheduled interviews with employers, you damage the recruiting program and the reputation of Stephen F. Austin State University. A missed interview also jeopardizes the job search of fellow SFA students and alumni. Reserving a time slot and then failing to attend the interview prevents other students from using that interview time slot, and significantly diminishes an alternate candidate's chance to interview. In addition, it wastes corporate dollars and the recruiter's time. No-shows can also damage SFA's relationship with organizations, causing them to terminate recruitment altogether in the future.

It is *never* acceptable to fail to show up for an interview. Therefore, the Center for Career and Professional Development adheres to a zero tolerance policy for students and alumni who fail to show for a scheduled interview on campus.

Students and alumni are responsible for arranging their schedule in conjunction with any interview or recruiting-related event. Address scheduling conflicts as soon as they arise.

**Cancellations**

A cancellation is considered late if made less than two business days before the interview, and is considered a no-show.

Students and alumni may cancel an interview **without penalty** by:

- Removing his/her name from the interview schedule on Jobs4Jacks no later than two business days prior to the interview date
- Contacting the Center for Career and Professional Development by phone and email no later than two business days prior to the interview date

### *No-Shows*

A no-show is defined as a student or alumni not showing for a scheduled on campus interview. Determination of acceptable excuses is at the discretion of the Center for Career and Professional Development team and the recruiter when applicable.

The Center for Career and Professional Development will immediately inactivate your Jobs4Jacks account. You will receive an email notifying you of this inactivation. You will have to submit an apology letter to the employer, and provide a copy to the Center for Career and Professional Development. These tasks will need to be completed within three business days of receipt of the email. After completion of required actions, you will be notified within 5-7 business days of the decision.

Upon failure to submit an apology letter, or a second no-show, your on campus interviewing privileges will be revoked, your Jobs4Jacks account will be inactivated, and all future on campus interviews will be cancelled. Requests for reinstatement will be at the discretion of the Center for Career and Professional Development.

### *Emergencies*

If you cannot attend an interview due to an emergency, notify the Center for Career and Professional Development at the earliest possible moment and we will notify the recruiter on your behalf. Determination of acceptable excuses is at the discretion of the Center for Career and Professional Development.

### *Interviewing for Practice*

Interview only with employers you are sincerely interested in working for, and whose eligibility requirements you meet. "Practice" interviewing is not tolerated, as it is both misleading and unethical. When you use a company for a "practice" interview, you are denying other interested candidates the opportunity to interview. Should you need practice interviewing, schedule a mock interview with the Center for Career and Professional Development, or utilize the InterviewStream resource.

### **Communication**

When conducting a job search, it is important to conduct business with potential employers in a prompt and professional fashion: through voicemail messages, phone calls, letters, e-mails, resumes and interviews, etc. The impressions you make will be lasting ones – favorable or not-so-favorable.

### **Offers, Acceptances and Job Commitments**

Inform employers about your decision to accept or reject an offer in the timeframe discussed with the employer. Before accepting a job, consider all variables in order to eliminate the possibility of renegeing on any accepted offer. Renegeing on a job acceptance displays a lack of ethics on your part and can greatly affect your employability in the future. We are aware that life circumstances sometimes change, necessitating a reopening of the conversation with the employer; if you find yourself in such a situation, consider contacting the Center for Career and Professional Development before you take any action with the employer.

### **Misrepresentation**

Falsifying any information is the same as misrepresenting yourself to an employer. This is dishonest and unethical and can greatly affect your employability. Participation in other recruiting events hosted by the Center for Career and Professional Development may be restricted.

### **Complaints**

Applicants who believe a recruiter has misrepresented his/herself or his/her organization or has not adhered to CCPD recruiting guidelines are encouraged to contact the Center for Career and Professional Development *immediately*. If the party chooses to do so, a formal complaint will be filed.

### **Appointments and Mock Interviews**

When scheduling an appointment or mock interview, you must do so *at least* 48 hours in advance of the desired appointment date.

If you need to reschedule your appointment/mock interview, please provide 24 hours advance notice by:

1. calling the Center for Career and Professional Development at 936-468-3305 or
2. via your calendar on Jobs4Jacks account

Failure to contact us via one of the above options will be regarded as a No-Show on our records. If the number of No-Shows exceeds two, you will not be able to schedule other appointments or mock interviews for the next 20 working days from your most recent No-Show appointment/mock interview.

All electronic devices must be turned off for the duration of your appointment/mock interview. Kindly inform the Center for Career and Professional Development team member before your appointment, if there is a need to answer a call or respond to a text during your appointment.

*\*Business professional or business casual attire is required for all mock interviews.*

*\*A thank you card/follow up email is recommended to bring to the interview as this is good practice for the job search.*

On rare occasions a Center for Career and Professional Development team member may be required to reschedule your appointment/mock interview due to illness or an emergency. We will make every effort to inform you in within 24 hours of your scheduled appointment/mock interview time.