

## Student and Alumni Policies

Participation in services offered by Career Services is a *privilege*, and comes with certain ethical expectations and responsibilities, as listed below.

### **On-Campus Interviewing**

A scheduled interview is a business appointment made between you and the employer. When students fail to show for scheduled interviews with employers, they damage the recruiting program and the reputation of Stephen F. Austin State University. Missed interview also jeopardize the job search of fellow SFA students and alumni. Reserving a time slot and then failing to attend the interview prohibits 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, Career Services adheres to a zero tolerance policy for students who fail to show for a scheduled interview on campus.

Schedule your interviews and call backs only during non-class times. Students must not miss class due to interviews or recruiting-related events. Address scheduling conflicts as soon as they arise.

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

- Removing his/her name from the interview schedule on Jobs4Jacks up until two business days prior to the interview date
- Contacting the Interview Coordinator by phone or email up until two business days prior to the interview date

### *Late Cancellations and No-Shows*

A late cancellation is considered a cancellation of a schedule interview less than two business days before the interview, and is disciplined according to the no-show policy. A no-show is defined as a student not showing for a schedule interview. Determination of acceptable excuses is up to the discretion of the Interview Coordinator.

Upon the first violation of the no-show policy, Career Services will immediately inactivate the student's Jobs4Jacks account. The student will receive an email from the Coordinator of Career Services containing notification of the inactivation of his/her Jobs4Jacks account and instructions on resolving the no-show issue. Among these instructions, the student will have to submit an apology letter to the employer, and provide a copy to Career Services. These tasks will need to be completed within three business days of receipt of the email. After completion of required actions within three business days of receipt of the email, the student's Jobs4Jacks account will be re-activated.

If a student fails to submit an apology letter, or if a student violates the no-show policy a second time, on-campus interviewing privileges will be revoked indefinitely, the student's Jobs4Jacks account will be terminated, and all future on-campus interviews will be cancelled. Requests for reinstatement will be at the discretion of the Coordinator of Career Services.

### *Emergencies*

If you cannot attend the interview due to an emergency situation, notify Career Services at the earliest possible moment. Determination of acceptable excuses is up to the discretion of the Coordinator of Career Services.

### *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 misleading the recruiter and denying a student with a genuine interest in the opportunity to interview. Should you need practice interviewing, contact Career Services to participate in a mock interview.

## **Communication**

When conducting a job search, it is critical for students to recognize that they are also preparing to become workplace professionals. Thus, it is important to conduct business with potential employers in a prompt and professional fashion; including through voicemail messages, phone calls, letters, e-mails, resumes and interviews. 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 a timely fashion. Communicate your acceptance or refusal of a job offer to employers as promptly as possible, so they can notify other candidates that they are still being considered or that the position is filled.

Students are required to withdraw from recruiting when the job search is completed. Applicants should also inform employers that are considering them for a job that they are no longer interested in the opportunity.

Students who renege on an accepted offer are subject to disciplinary action including the suspension of recruiting privileges. Deciding to leave a job shortly after you begin working can also be considered renegeing on your commitment. We are aware that students' life circumstances sometimes change, necessitating a reopening of the conversation with the employer; if you find yourself in such a situation, contact Career Services before you take any action with the employer.

## **Misrepresentation**

If a student falsifies a resume or an employment application/document, or misrepresents him/herself to any employer, the student may be subject to suspension from recruiting services.

Examples of misrepresentation include:

- Lying on a resume, application, etc.
- Lying in a job interview
- Changing Jobs4Jacks account profile to meet eligibility, etc.

## **Other**

In addition, the following actions may also result in permanent loss of interviewing privileges with Career Services:

- Blatant disregard for policies and practices
- Rude and unprofessional behavior and/or communication
- Failure to respond to no-show notification
- Failure to complete no-show policy requirements
- Providing access to your personal Jobs4Jacks account to another individual
- Misrepresentation
- Disregard in accepting, withdrawing and/or renegeing job offers

## **Complaints**

Applicants who believe a recruiter has misrepresented his/herself or his/her organization or has not conformed to Career Services recruiting policies are encouraged to contact the Coordinator of Career Services or Assistant Director of Career Services *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. In addition, if you need to reschedule your appointment, please provide 24 hours notice.

If you arrive more than 10 minutes late for your appointment, you will be asked to reschedule.

If your cell phone (or any other electronic device) rings or vibrates during an appointment, you may be asked to reschedule.