

Oakland University: Career Services Student Social and Professional Conduct Responsibility Agreement

As a student/alumnus of Oakland University, I will conduct myself appropriately and ethically throughout all my professional interactions. I understand my actions reflect upon Oakland University, my fellow students and myself. I acknowledge that Oakland University Career Services is committed to helping me develop the skills necessary to succeed in fostering professional connections to help empower me to achieve my professional goals.

The following policies and principles have been established to ensure my professionalism when using services provided by Oakland University Career Services such as career development events, employer recruitment events and the job/internship search process.

I understand that I am expected to adhere to these principles and standards in all of my interactions, both on and off campus, with Oakland University community partners- including but not limited to alumni, parents, employers, faculty, my peers and staff. I also acknowledge that I have read and understand that Oakland University Career Services adheres to the highest level of professional integrity and social responsibility established by the [National Association of Colleges and Employers Codes of Professional Conduct](#).

Career Services On-Campus Interviews/Events **No Show and Cancellation Policy**

On-campus interviews and employer events planned by Career Services are privileges granted to students/alumni. If I fail to show up to an event or interview time-slot after registering without making any attempt to cancel, I am considered a no-show.

Events

Honoring event commitments after registering is a sign of professionalism and integrity. Events planned by staff, faculty and/or employers use financial resources to provide the opportunity to enhance the overall student experience and facilitate potential professional connections within the community. Unfilled event time-slots are a lost opportunity for other students, a financial loss if a budget was planned due to an expected headcount from registration, and a potential loss of the employer's, faculty's and/or staff's time. The decision to no-show and not inform the host of the event reflects poorly on you as the student and the Oakland University community. Please consider the time, energy and money spent on campus events.

Event Attendance and Cancellation Policy

If you need to cancel your attendance for an event, please do so at least 48 business hours prior to the event. If unable to provide cancellation 48 business hours prior due to an emergency, please attempt to cancel as soon as you are able.

You may cancel your registration in the following ways:

- **Handshake:** If you registered for the event in [Handshake](#): log on to your account, click on the event(s) you planned on attending. Place your cursor over the button that reads, “Registered,” and it will update to the option to “Leave Event.” Click on the “Leave Event” button and you will be unregistered.
- **Contact the direct contact/host of event:** Directly contact the host listed on the event details to
 - If no direct host is listed, please email careers@oakland.edu to cancel your registration. In the subject line of the cancellation email, please include your name (first/last name, the event name – Cancellation Request).

On-Campus Interviews

By participating in Career Services’ On-Campus Recruiting Program and voluntarily signing up for any interview, you are indicating you understand and accept the terms of the No-Show Policy. Therefore, “I didn’t know” is not accepted as an excuse for violating the policy.

Employers invest substantial time and money in recruitment efforts. A no-show steals an opportunity another student could have had to use that interview time, and it damages the reputation of Oakland University.

You will be considered a no-show if you fail to report for a scheduled interview or if you cancel less than 48 hours before the interview. Excused absences are approved at the discretion of the Career Services coordinator. Your first no-show requires a letter of apology to the interviewer with a copy to the Career Services coordinator.

As mentioned above, if a student does not show up for an event or interview time **without any attempt to contact the representative/host to cancel, you are considered a no-show**. Consequences of improper behavior of repeated no-shows for events and interviews will be reviewed by the Career Services department.

Consequences of repeated behavior in a rolling 12 month period for No-Shows to Events/On-Campus Interviews are:

- **First no-show:** You are required to send an apology letter to the interviewer or the host of the event via email, no later than three (3) business days after the event. careers@oakland.edu must be carbon copied (CCed) when the apology letter is sent to the host. The written apology must be a professional letter noting the reason for the no-show. You will not be permitted to apply for jobs via [Handshake](#) or sign-up for more interview schedules until the letter of apology is submitted.
- **Second no-show:** Apology letter and suspension of Handshake account for up to one academic semester.
- **Third no-show:** Apology letter and one year suspension of your Handshake account and all services provided by Oakland University Career Services.

Career Advising Appointment Policy

Attendance for a career advising appointment is expected. Appointment time-slots fill up quickly. Failure to attend an appointment prevents other students from the opportunity to have a timely advising appointment.

Late Policy for Advising Appointments: If you are running late for a scheduled appointment, please call the Career Services office at 248-370-3250. If you are more than 10 minutes late for a scheduled appointment, rescheduling is recommended as your full appointment time will not be able to be fulfilled due to subsequent student appointments. You can reschedule via [Handshake](#) or call Career Services at 248-370-3250.

Cancellation Policy: Cancellation of a career advising appointment is appreciated at least 24 hours prior to the appointment. If you are unable to keep your scheduled appointment, please log into your [Handshake](#) account and cancel your appointment or call the Career Services office at 248-370-3250.

Repeated No-Shows: Repeated no-shows for career advising appointments will result in the suspension of your ability to schedule appointments with Career Consultant for up to one year. During this time you have the option to discuss your career related topics with a Career Ambassador during [Career Studio hours](#) offered at various times throughout the academic year.

Professional Conduct Policy

Represent yourself honestly and accurately

Update your [Handshake](#) profile and resume regularly (at least once a semester) with academic, co-curricular, and work information.

Monitor public content (text, voice and picture), including content and photos on Gmail, personal blogs and social networking sites, and make reasonable efforts to remove material that professionals may deem inappropriate or unprofessional.

All information (emails, cover letters, resumes, online profiles) submitted to an employer or to Career Services must be truthful, error-free and have a professional tone. The accuracy of this information is crucial since many employers will verify information submitted by candidates for jobs/internships. Discrepancies in information can result in the loss of a job offer or termination from a position. Make an appointment with a Career Consultant for a review if needed.

Any falsified information on your resume, cover letter, [Handshake](#) profile, employer application or other candidate documentation may result in a referral to the Office of the Dean of Students.

Conduct your internship and job search with integrity

Pursue positions that you are genuinely interested in and that fit your qualifications. Only apply if you would accept an interview and the position if offered.

Prior to interviewing, research the typical salary and benefits offered for the position at <http://salary.com/category/salary/> so that you have realistic salary expectations.

If you receive written job offers from multiple companies, it is acceptable to ask the employers for additional time (beyond the standard 24 hours) to make a decision as long as you clearly explain the reason for extending the deadline. Legitimate reasons for extending are: you would like to discuss the offer with family or you have additional interview commitments that you would like to complete before accepting the offer.

Accept or reject an offer in a timely and gracious manner so you can continue to maintain a good relationship with the employer and provide the opportunity for other candidates to be considered

Once you accept a position, cancel all other interviews that you have scheduled and refrain from submitting additional applications. **It is inappropriate to continue discussions with other potential employers once you have accepted an offer.**

Reneging on your commitment (backing out after accepting) can severely damage your reputation in the short term as well as for the duration of your career. Reneging also has negative consequences on Oakland University's relationship with the employer and can affect other opportunities for OU students and alumni. You can avoid a reneging situation by carefully planning and managing your entire job search process.

Meet with a Career Consultant if you have any doubts about accepting an offer or if you are feeling pressured to make a decision prior to exploring all of your options. Career Services can help you make a decision objectively or develop a negotiation strategy to give you the time you need.

NOTE: The information above relates to you reneging on your commitment to a company. It does not address a company revoking its commitment to you. If this situation arises, please meet with a Career Consultant to discuss.