



# The CAREER CENTER

## Eagle Ops On-Campus Interviewing Student User Guide

### What Is On-Campus Recruitment (OCR) and Who Is Eligible?

**Class of 2009:** From September 17, 2008 through April 2009, employers visit The Career Center at Suite 200 of the North Decatur Building, to interview graduating students for full-time, entry-level positions. To participate you must be a December 2008 or May 2009 graduate from a Bachelor's, Master's, or Doctorate program (MBA students are ineligible to utilize OCR).

**Class of 2010:** From September 17, 2008 through April 2009, employers visit The Career Center at Suite 200 of the North Decatur Building, to interview current students for internship positions. To participate you must be a December 2009 or May 2010 graduate from a Bachelor's, Master's, or Doctorate program (MBA students are ineligible to utilize OCR).

**Class of 2009 & 2010:** You must review The Career Center Policies & Procedures to participate in the 2008-2009 recruiting calendar. You can review this at <http://www.career.emory.edu/students/policies.html>.

### What Is Eagle Ops?

**Eagle Ops** is Emory's on-line career management system helping students connect with hiring organizations for a wide variety of employment opportunities. The Career Center's On Campus Interviewing (OCI) program is also managed through this site, as well as a calendar feature that includes the most current information on upcoming career related programs and events. You must be a current Emory student to be able to access Eagle Ops. You can access the system 24 hours a day to:

- Store your resumes and other job search documents
- Search for jobs
- Apply for jobs
- Sign up for an interview online
- Track your job search, including job listings and resume submissions
- Search for on campus company presentations
- RSVP for on campus company presentations

In addition, you can also use Eagle Ops to view all upcoming programs and workshops sponsored by The Career Center.

### Accessing Eagle Ops

#### First Time Users:

1. Go to <https://emory-csm.symphlicity.com/students/> or visit our web site at [www.career.emory.edu](http://www.career.emory.edu) and click on the Eagle Ops Login link.
2. Enter your 7 digit Emory ID number as your username and emory (in lowercase) as your password.
3. Follow the prompts to complete your profile.

#### Returning Users:

1. Go to <https://emory-csm.symlicity.com/students/> or visit our web site at [www.career.emory.edu](http://www.career.emory.edu) and click on the Eagle Ops Login link.
2. Log in with your username (7 digit Emory ID number) and password.

## Using Eagle Ops

Once you login, you will be redirected to your Eagle Ops homepage, containing a *Navigation Toolbar*, *Quick Links*, *Announcements* and *Alerts*. The navigation toolbar and quick links contain the tools and features necessary for you to view and sign-up for OCR interviews, view employer presentations, track your applications, and upload your documents.

The screenshot shows the Eagle Ops homepage with the following elements:

- Header:** "Career Center Home", "Emory University", "Emory Directory". A banner for "The CAREER CENTER" features the Eagle Ops mascot.
- Navigation Toolbar:** A horizontal menu with tabs for "home", "profile", "documents", "jobs", "employers", "interviews", "events", and "calendar".
- User Info:** "Joe Student | Sunday, August 31, 2008 | 3:34 pm".
- Log Out:** A "Log Out" button in the top right corner.
- Logos:** "NACElink NETWORK" and "software by symlicity".
- announcements:**
  - "The Career Center Corporate Partners" section featuring logos for WACHOVIA, Goldman Sachs, macy's, and SUNTRUST.
  - "Fall Events" section featuring a banner for "How to Prep for the CAREER FAIR!" with the text "(Fall '08 Career Fair to be held Wed. 9/10)".
- quick links:**
  - Scheduled Campus Interviews
  - Pending Campus Interviews
  - Campus Interviews I Qualify For
  - Jobs I Qualify For
  - Activity Summary
  - Search Emory Federal Work Study Positions
- alerts:**
  - Alert icon with the text "alerts".
  - Text: "No current alerts."
- Calendar:** A calendar for August 2008. The 31st is highlighted in red.
- Feedback:**
  - Text: "any comments or questions? Your feedback is welcome."
  - A text input field and a "Submit" button.

## Uploading Your Resume

1. Select *Documents* from the navigation bar at the top of the page.
2. Click *Add New* to enter a new resume. Use a previously created and saved resume to complete this process.

home profile documents jobs employers interviews events calendar

Joe Student | Sunday, August 31, 2008 | 3:42 pm

documents

To view PDF files, you may need [Adobe Acrobat Reader](#).

Showing 10 at a time: 2 Items

Document Title	Document Type	View	Last Modified	Status	Options
Joe student 1	resume		06/27/2007 10:34:00 am	ready	<input type="button" value="Delete"/>
three	resume		06/27/2007 10:40:00 am	ready	<input type="button" value="Make Default"/> <input type="button" value="Delete"/>

Showing 10 at a time: 2 Items

3. Insert a label (i.e. "John Doe") for your resume. Remember to name the resumes appropriately since the company will see the name when they log into their account.
4. Click *Browse* to search for your resume from a your hard drive, disk or flash drive.
5. Click *Submit*.
6. At this point you will be able to preview your resume by clicking on the resume title.

**NOTE:** Employers select students for interviews using the name exactly as it appears on the documents they have received (resume, transcript). These names are matched with the Eagle Ops system, so be sure the name on your documents is identical to the name you used to register for Eagle Ops.

## Resume Formatting Tips

As with any document transmitted over the Internet, minor formatting errors may occur. Eagle Ops uses PDF technology.



- It is recommended that you use common fonts such as Times Roman or Arial to ensure that resumes print correctly for all employers. Font effects such as outlines and shadows may cause even simple fonts to convert improperly.
- One-inch margins are recommended. If your original document has small margins, the conversion might cause words to wrap and throw off the formatting.
- Use left-justification instead of full-justification which can also affect the formatting of your resume.
- Avoid the three Ts: Templates, Text boxes, or Tables in your resume since they may not display correctly. To preview a resume to ensure proper formatting click on the resume title in "Documents."
- If you see unintentional symbols in your preview, it may be that you need to try a new font. Change the font in your original document, and then re-save and re-upload the file. This is also true if you use certain bullets in your resume.
- If when you upload your resume, the first page is blank it may be a formatting issue in Microsoft Word so try these two options:

- Open up your resume in Word and Go to File > Page Setup. Click on the Layout tab. Make sure Section Start is set at New Page or Continuous. Click on the OK button.
- If that does not work then:
  - Go to Insert > Page Numbers. Click on the Format button. Make sure the Page Numbering is set at Continue from Previous Section or Start at Page 1. Click the OK button. On the Page Numbers window, uncheck the box that reads, "Show number on first page." Click on the OK button

## Cover Letters and Transcripts

Cover letters and transcripts can be uploaded to *Documents* by following the instructions for uploading your resume. Unless requested in the job description, cover letters are NOT necessary for Eagle Ops electronic submissions.

Some organizations will want you to supply an unofficial transcript before scheduling an interview so they can review your academic background. If a transcript is requested, follow the same procedure that you use to submit your resume. First make a copy of your unofficial transcript. You can copy your unofficial transcript from OPUS and save it as a Word document on your computer. After you save your transcript as a file, simply upload it to the *Documents* link in your Eagle Ops record by selecting "Unofficial Transcript" under *Document Type*. If an employer has requested your transcript, you must include it when you submit your resume.

Submit  Cancel 

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### Student Document

\* INDICATES A REQUIRED FIELD



Label\*:

Document Type:  resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

Maximum file size: 200kb

File\*:

Please select your document to upload.

Submit  Cancel 

## Searching for OCR Jobs

1. Click *Jobs*, and then click *Eagle Opportunities Jobs*.
2. Click *All OCR Interviews* under *Show Me*. To maximize your search results, leave all search options open.

home profile documents jobs employers interviews events calendar

Joe Student | Sunday, August 31, 2008 | 3:59 pm

Log Out

NACElink NETWORK software by simplicity

job postings

Jobs Favorites Advanced Search Search Agents Applications Help

Show Me: Opportunities

Position Type: Opportunities

Ignore National Jobs

Job Function: Interviews @ Emory

Industry: Jobs Posted @ Emory

Keywords: Interviews I Qualify For

(searches job title, ID, description, and employer name: min. 3 characters)  
See Advanced Search for more search options.

Search Clear

Campus Interviews: P = Pre-select O = Open C = Resume Collect

J = Job Listing CF = Career Fair

[show list with status]

Batch Options: View Printable Job List

3. Click *Perform Search*.

## Applying to Jobs

1. Click on the Job Title to view information on:
  - Organization
  - Qualifications
  - Position description
  - Contact information
  - Interview date
  - Timeline for submission and interview sign up
  - Requirements for submission (resume, transcript)
2. Apply by selecting your resume (as well as any additional documents required to apply for the position) from the drop down menu and clicking "Submit" **during the resume submission period**. These dates may be found under "Schedule Details" on the right hand side.
3. Select the resume and additional **required** documents you wish to send and click *Submit*.

NOTE: The ability to see and sign up for on-campus interviews is tied to your qualifications and submission deadlines. *If your degree, major, cumulative GPA or work authorization does not match the requirements for an on-campus interview, you will not be able to apply for the position through the system.*

**\*\*\*To check your education information and Work Authorization, click *Profile* in the navigation toolbar. Please note that even US Citizens must select a "Visa Type".**

home | profile | documents | **jobs** | employers | interviews | events | calendar


job postings Close Window NACElink NETWORK software by symlicity

Back Christopher Ryan Beam

**Sprocket Sales** ? Help

**Note:** This is an On-Campus Recruiting position.

**Position Information**

Division: N/A  
 Title: Sprocket Sales  
 Description: Full-time position selling sprockets across the nation.  
 Location: **Location** 

City: New York  
 State: New York  
 Country: United States

Position Type: Full Time  
 Desired Major(s): Business, Business Administration, Business Education, Business Management, Communications, Counseling, Education, Education Administration, Higher Education, Psychology, Public Administration, Public Health, Undeclared, Writing  
 Work Authorization: US Citizen, US Permanent Resident, Student (F-1) Visa, Employment (H-1) Visa, J-1 Visa, TN  
 Salary Level: Negotiable  
 Job Function: Marketing, Sales  
 Desired Start Date: June 1, 2009  
 Approximate Hours Per Week: 40  
 Travel Percentage: < 50% Travel

back | Add To Favorites | Print Preview | Print

**Application Status**  
 If you wish to apply, please select the document(s) to include and click Submit.  
 Choose a resume to submit for this position.  
 Resume: Test Resume  
 submit

**Interview Date(s)**  
 Sep 26, 2006

**Schedule Details**  
 Schedule Type: Pre-Select  
 Resume Submission Start Date: July 5, 2006  
 Resume Submission End Date: September 5, 2006  
 Sign-Up Start Date: September 13, 2006  
 Alternate Sign-Up Start Date: September 16, 2006  
 Sign-Up End Date: September 24, 2006

**Contact Information**  
 Name: Leroy Jetson

## Viewing Application History

This feature lets you keep track of all jobs you have applied to and all the on-campus interview opportunities you have signed up for through Eagle Ops. It is important to check this regularly because it will let you know the status of all your applications.

1. Click on *Interviews* in the navigation toolbar at the top of the screen.
2. Click on *Scheduled Interviews* to view positions that you have been selected to interview for or *Interview Requests* to view your interview status.
3. The status of your application will be announced under each position.

home | profile | documents | jobs | employers | **interviews** | events | calendar

interviews Close Window NACElink NETWORK software by symlicity

Christopher Ryan Beam

Scheduled Interviews **Interview Requests** ? Help

Show All

Items 1-1 of 1 Previous | Jump 1 | Next

Position	Employer	Status	Options
Sprocket Sales	Lee Enterprises	pending	withdraw application

Items 1-1 of 1 Previous | Jump 1 | Next

## Withdrawing or Changing a Resume After Submission to an Employer

You can view your resume submissions under *Interviews*. If the submission deadline has NOT passed, you may edit your resume. To do so, click the *Withdraw Application* button and reapply with a new version of your resume. If you edit the version that was submitted, the system will automatically update the document in ALL of your active applications. However, if the submission deadline HAS passed your resume cannot be updated.

## Signing Up for Interviews

If selected for an interview you will receive an email about your status as a preselect candidate or an alternate in addition to the sign up dates. A link is included in this email to direct you to the sign up page. Additionally, you will be notified under the *Home* link of the navigation toolbar under *Alerts*.

To sign up for interviews while logged in to your account.

1. Click on *Interviews* in the navigation toolbar at the top of the screen.
2. Click on the tab titled *Interview Requests* to view positions for which you have been selected to interview.
3. Click *Schedule Interview* to sign-up for an interview time on the employer's visit date.

home :: profile :: documents :: jobs :: employers :: **interviews** :: events :: calendar

interviews Close Window NACElink NETWORK software by simplicity

Christopher Ryan Beam

Scheduled Interviews **Interview Requests** ? Help

Show All ▾

Items 1-1 of 1 ◀ Previous | Jump | 1 ▾ | Next ▶

Position ▾	Employer ▾	Status	Options
<a href="#">Sprocket Sales</a>	<a href="#">Lee Enterprises</a>	invited !	<input type="button" value="schedule interview"/> <input type="button" value="decline interview"/>

Items 1-1 of 1 ◀ Previous | Jump | 1 ▾ | Next ▶

4. Select a time slot by clicking on the radio button to the left of your desired interview time.
5. Click *Submit*.

submit back to list

\* INDICATES A REQUIRED FIELD

Available Dates: Sep 26, 20(

- Available Interviews:
- 9:00 am - 9:30 am
  - 10:00 am - 10:30 am
  - 10:45 am - 11:15 am
  - 11:15 am - 11:45 am
  - 11:45 am - 12:15 pm
  - 1:00 pm - 1:30 pm
  - 1:30 pm - 2:00 pm
  - 2:00 pm - 2:30 pm
  - 3:00 pm - 3:30 pm
  - 3:30 pm - 4:00 pm
  - 4:00 pm - 4:30 pm
  - 4:30 pm - 5:00 pm

submit back to list

Position Information

Division: N/A

Title: Sprocket Sales

Description: Full-time position selling sprockets across the nation.

Location: Location

**City**  
New York

**State**  
New York

**Country**  
United States

Position Type: Full Time

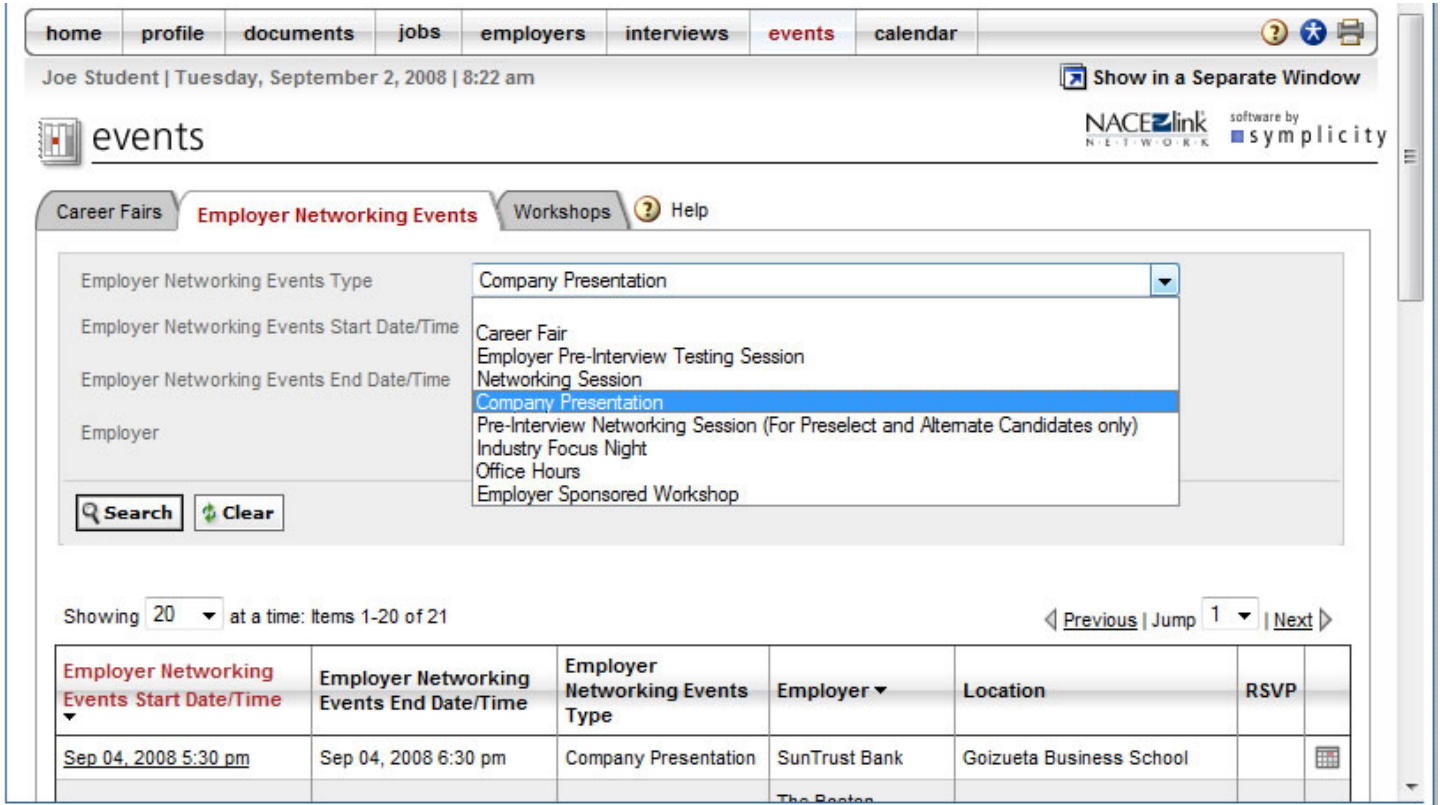
Desired Major(s): Accounting, Acting, Actuarial Science, African Studies, American Studies, Anthropology, Applied Linguistics, Applied Psychology, Applied Science, Archaeology, Architecture, Archives, Art History, Art Therapy, Arts & Humanities, Arts Administration, Biochemistry, Biology,

## Calendar

For a detailed listing of the Company Presentations, Career Center workshops and programs, refer to “Employer Networking Events” or “Workshops” under the EVENTS tab. The tabs will open all events you are eligible to attend.

To search specific events, use the drop down menu to choose from the types of events and click *Apply Search*. Click on the link in event date to view event details. Click the [RSVP] to submit your reservation.

You may also use the CALENDAR tab to search for events using the same steps listed above.



The screenshot shows a web application interface for NACElink. The top navigation bar includes links for home, profile, documents, jobs, employers, interviews, events, and calendar. The user is identified as 'Joe Student' on 'Tuesday, September 2, 2008 | 8:22 am'. The main content area is titled 'events' and features tabs for 'Career Fairs', 'Employer Networking Events', 'Workshops', and 'Help'. A search filter is active, showing a dropdown menu for 'Employer Networking Events Type' with 'Company Presentation' selected. Below the filter are 'Search' and 'Clear' buttons. The results section shows 'Showing 20 at a time: Items 1-20 of 21' and navigation controls. A table displays the following event data:

Employer Networking Events Start Date/Time	Employer Networking Events End Date/Time	Employer Networking Events Type	Employer	Location	RSVP
<a href="#">Sep 04, 2008 5:30 pm</a>	Sep 04, 2008 6:30 pm	Company Presentation	SunTrust Bank	Goizueta Business School	
			The Posten		

We strongly urge you to attend all Company Presentations in which you have an interest. These sessions provide information on the company (it is a great way to network and gather detailed information on a specific organization). If an organization you are interviewing with hosts an Information Session (often the night prior to the interview date), it is may be **mandatory** for you to attend.

## Reminder

Frequently check your **Eagle Ops** record, voice mail and email. We may need to contact you regarding interviews or interview changes. Also update your phone and email information on Eagle Ops.



## On-Campus Interview Policies & Procedures

The guidelines set forth in these documents are designed to define the roles and responsibilities of all parties involved in the recruitment process: Students, Employers and The Career Center staff.

### STUDENT RESPONSIBILITIES

Participation in the On-Campus Interviewing program is open to the following members of the Emory community: undergraduate and graduate students from the Emory College and Bachelors of Business Administration students from the Goizueta Business School. Participation in the on-campus recruiting program is a privilege and comes with certain ethical expectations and responsibilities listed below.

**Eligibility.** To participate in On-Campus Interviews, you must be physically present on-campus. Should you be pre-selected and are unable to be physically present on the date and time of the interview, please contact The Career Center immediately and we will advocate on your behalf with the organization as to their preferred alternate interviewing policy. The Career Center reserves the right to remove you from the interview schedule should you fail to comply with the policy.

**Provide accurate information.** You are responsible for providing accurate information about your academic background and work history, including courses taken, grades, positions held, and duties performed. However, you may refuse to provide an employer with specific information about any job offers you may have received from other employers. You do not have to provide specific information about the names of the organizations or salary. Instead you may give broad responses to such questions, naming types of employers industries and general salary ranges rather than specific salary amounts.

#### **Misrepresentation**

If a student falsifies a resume or an employment application/document or misrepresent him/herself to any employer, whether via on-campus programs or in an independent job search, the student may be subject to University judicial charges. The Career Center may suspend a student's privileges to use all career services and programs. Employers have the right to terminate a student's employment or withdraw a job offer for misrepresentation.

**Interview genuinely.** Interview only with employers you are sincerely interested in working for and whose eligibility requirements you meet. "Practice" interviewing is strongly discouraged, as it is both misleading and unethical. When you use a company as a "practice" interview you are misleading the recruiter and denying a person with a genuine interest the opportunity to interview.

**R.S.V.P.** The term "R.S.V.P." is from the French phrase "répondez s'il vous plait." R.S.V.P. simply means "Please reply." In a business situation, an associate who does not respond to an R.S.V.P not only comes across as rude, but unprofessional as well.

**Anyone receiving an invitation with an R.S.V.P. on it is obliged to reply as promptly as possible. It is inexcusably rude to leave someone who has invited you to a party with no idea of how many people to expect. You must respond to an R.S.V.P. whether you will or will not be attending.**

**On-Campus Interview Policies.** Keep all commitments for employment interviews. If you cannot attend the interview due to an emergency situation, notify The Career Center at the earliest possible moment.

The Career Center adheres to a Zero Tolerance Policy for students who fail to show up for a scheduled interview on campus. See Cancellation and No-Show Policy below for details.

**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.

**Claim fair reimbursement.** If an employer has agreed to reimburse you for expenses you incur in its recruitment process, your request should be only for reasonable and legitimate expenses.

**Obtain the career information you need to make an informed choice about your future.** It is your responsibility to look into career opportunities and the organizations that offer them, as well as acquire any other relevant information that might influence your decision about an employer.

## **POSITION ACCEPTANCE POLICY**

**Withdraw from recruiting when your job search is completed.** Once a student has accepted a job offer, whether via on-campus recruiting or in an independent job search, or has decided that full-time graduate or professional studies are for you, notify the Career Center staff. **You must report your Salary & Hiring information to The Career Center** and withdraw applications and resumes to all other employers and positions to which you have applied **immediately**. You should also inform employers that are considering hiring you for a job that you no longer interested in the opportunity. Adherence to these business etiquette guidelines is expected.

**Accept a job offer in good faith.** Accepting a job offer is a professional commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

**Reneging on an offer is a serious violation of The Career Center's policy, and will result in immediate suspension of all recruiting privileges. You will be required to meet with the Associate Director of Recruiting. Future recruiting privileges will be determined after this meeting.**

**To help you in your decision, make sure you have all the information you need from the company making the offer, as well as from the other companies with which you interviewed. If you find yourself in a difficult situation, please meet with the Associate Director of Recruiting before you make your decision. The Career Center may be able to intervene on your behalf.**

## **INTERVIEW CANCELLATION AND NO-SHOW POLICY**

The Emory University Career Center offers students an expansive and professional Recruiting/On-Campus Interviewing Program. When students fail to show up for scheduled interviews with employers, they damage the Recruiting Program, and the reputation of the school. Missed interviews also jeopardize the job search of fellow Emory students. 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. Such behavior reflects poorly on all of Emory University. It not only wastes corporate dollars and the recruiters' time, but it can also cause employers to suspend recruiting at Emory University altogether. It can also compromise Emory's relationship with the employer regarding research and related activities. Therefore, it is critical when a student signs up for an interview that he/she follows through on the commitment. If students are unable to keep the scheduled interview due to an emergency, the appropriate steps must be taken to avoid penalty.

### **Canceling an Interview:**

Students may cancel an interview by removing his/her name from an interview schedule via Eagle Opportunities Network prior to the schedule closing. All schedules are closed 72 hours prior to the interview date. **Once the schedule has closed, students are not permitted to cancel an interview or change an interview time slot via Eagle Opportunities Network.**

Once the 72-hour deadline has passed, students must call **The Career Center** to cancel the interview.

- Call The Career Center's Associate Director of Recruiting or the Recruiting Coordinator as soon as possible at 404-727-6211 to cancel your scheduled interview. Please note that cancellations made within 72 hours of the interview date are considered unexcused absences, and students will be penalized as outlined in the No-Show Policy below.

### **No-Show Policy:**

The no-show policy is designed to ensure that students meet the recruitment commitments they make through eRecruiting's Eagle Opportunities Network. If you miss an interview, you may be suspended from further interviewing. Depending on the reason, this suspension may be either temporary or permanent. Students will be considered a "no-show" if they:

- Cancel a scheduled interview less than 72 hours before the interview.
- Do not show up for a scheduled interview with an employer.

If a student violates the No-Show Policy as stated above, The Career Center will immediately inactivate the student's EON account. The student will receive an email from the Recruiting Coordinator notifying them of the missed interview on the date of the interview. The email will contain notification of the inactivation of their account and instructions on resolving the no-show issue, including a copy of the Missed Interview Application Form and a sample Letter of Apology. Apology letters will need to be addressed to the organization. The name and title of the recruiter will be provided in the email. You will need to schedule an appointment with the Associate Director of Recruiting and submit the following items within 48 hours of the missed interview. Bring a **Letter of Apology** and explanation to the employer, along with a stamped envelope. After the apology is approved, The Career Center will mail the letter to the employer.

Within 24 hours of meeting with the student, the Associate Director of Recruiting will send an email describing your no-show status. Resolution will result in one of the following:

- No-show will be excused and noted. Access to Eagle Opportunities Network will be reinstated.
- No-show will be unexcused and noted. Notification will also be sent to either the Associate Director of the Career Management Center at the Goizueta Business School, student's coach or academic counselor. Access to Eagle Opportunities Network will be reinstated.
- No-show will be unexcused and noted. On-Campus Interviewing privileges will be revoked and the student's EON account will be terminated. Notification will also be sent to either the Associate Director of the Career Management Center at the Goizueta Business School, student's coach or academic counselor.

### **In the case of a second violation of Emory's No-Show Policy:**

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 and the student's EON account will be terminated. Requests for reinstatement will be at the discretion of the Recruiting Director.

This policy is in place to protect the students of Emory University. No-shows jeopardize the recruiting relationship Emory has established with the employer, damage the university's reputation, and deny other students an opportunity to secure interviews.

The following actions may result in permanent loss of interviewing privileges with The Career Center:

- Blatant disregard for policies and practices.
- Rude and unprofessional interview behavior.
- Failure to respond to no-show notification.
- Failure to complete no-show policy requirements.

- Missing a scheduled interview a second time (receiving a second no-show notification email).

## EMPLOYERS' RESPONSIBILITIES

**Confidentiality.** Employers are expected to maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. An employer should not disclose information about a student to another organization without their prior written consent, unless necessitated by health and/or safety considerations.

**Accurate information.** Employers are expected to provide accurate information about their organizations and employment opportunities. This includes, but is not limited to, positions available, responsibilities, career advancement opportunities, and benefits.

**Freedom from undue pressure.** Employers are expected to provide students with a reasonable amount of time to make a decision about accepting an employment offer. The Career Center asks employers allow students at least 3 weeks to make their decisions. They are also expected to provide the student with a reasonable process for making their decision.

**Timely communication.** Employers are expected to inform students of their status in the hiring process and communicate hiring decisions within the agreed upon time frame.

**Fair treatment.** If an employer is required to revoke a job offer that a student has accepted, because of changing conditions within the company, student is entitled to a fair and equitable course of action. That action can include but is not limited to, financial assistance and outplacement service.

**Testing information.** Employers should inform students in advance of any testing, the purpose of the tests, and their policies regarding disclosure of test results.

**Nondiscrimination.** Employers are expected to avoid discrimination in their recruitment activities and to follow equal employment opportunity and affirmative action principles.

**Reporting Salary / Hiring Information.** The Career Center requests employers to inform us of all offers of employment that are extended to students in order to ensure that we maintain accurate statistics regarding student employment. Organization's employment records are kept strictly confidential and used only for statistical purposes.

**Third Party Recruiters.** In accordance with the policies of the National Association of Colleges and Employers Principles for Career Service Professionals, organizations providing recruiting services for a fee will be required to inform The Career Center of the specific employer they represent and the specific jobs for which they are recruiting, and will permit verification of the information. Third-party recruiters that charge fees to students will not be permitted access to The Career Center services. In addition, The Career Center will send resumes directly to the organization's recruiter. Access to their account on eRecruiting will not be permitted.