

Current Literature

The job search process is filled with many challenging and sometimes ambiguous situations that leave both candidates and employers wondering about the proper procedure or protocol to follow.

When situations arise where ethics or judgment might come into question, most employers can count on guidance from internal Career Centers, Human Resources or Legal departments. Candidates, on the other hand, barring blatant illegal practice by a potential employer, have to be guided by their own personal, ethical and moral compass.

The nation's oldest outplacement organization, Challenger, Gray & Christmas reports that at any given time, 10-30 percent of all job applicants are distorting the truth about their background and experience. Couple that with today's heightened state of security and it is easy to see why employers are doing more thorough pre-employment screenings which sometimes even continue beyond the hire date.

As with most social and business situations, there are some unwritten rules and protocol that a candidate trying to land a job must pay close attention to in order to stay out of some of these potentially "sticky" situations.

Overlooking some of these protocols could cost you great opportunities with a dream company, cause a lot of embarrassment and/or compromise your integrity with other potential employers.

EMPLOYERS SAY...

The two main areas where a candidate's integrity is questioned and may be the grounds for abrupt termination in the selection process are:

- 1. Resumes & Interviews.** CNN Money reports that candidates are increasingly embellishing in the following five areas:
 - **Education**—Candidates include classes not taken, incomplete degrees or certificates, incorrect grad dates, GPA and organizational memberships.
 - **Job titles**—Potential candidates are exaggerating job titles to be more in line with the positions they are seeking.
 - **Reason for leaving**—Job seekers might refrain from speaking of less than favorable separations or employment gaps.
 - **Accomplishments**—Candidates may showcase team accomplishments as their own or claim ideas from co-workers in an effort to boost their own skill set.
- 2. Offer Negotiations**
 - **Candidates renegeing on an offer**—It is in extremely poor taste to accept a written offer with the plan to turn the offer down if "something better comes along." Employers assume that if a candidate accepts an offer, their intention is to report for work as promised.
 - **Overstating previous compensation**—Previous salaries are relatively easy to verify. Overstating prior compensation might give an employer insight into a candidate's integrity.

HELPFUL RESOURCES

www.salary.com—Resource for current salary levels based on job responsibilities and location.

www.shrm.org—Society of Human Resource Management.

www.eeoc.gov—Federal agency that regulates fairness in employment including guidelines on federal regulations.

www.collegegrad.com—Information on illegal interview questions and job search integrity.

CSPD one-on-one consultations—The CSPD staff is available to speak with any Fox student, by appointment, about any of these "sticky" issues and how to handle them in a successful job search.

Often there is no one right answer, but a consultation with one of our staff can help candidates clarify priorities and develop a strategy to successfully handle the situation.

Visit the CSPD website for more professional development tips at **www.sbm.temple.edu/cspd**

Add the Fox Center for Student Professional Development to your Blackboard Organizations.

Quick Tips

DO...

- Purge your resume of false information. Today's background checks are thorough and inconsistencies will remove you from the pool of potential candidates.
- Negotiate with employers ONLY if you have genuine interest in the position.
- Keep in mind that the employer has recruiting goals to meet. Remove yourself from the candidate pools of other companies once you have accepted an offer.
- Seek current advice about how to handle "sticky" situations in the job search process from CSPD staff.
- Keep in mind that the honesty and integrity of a candidate consistently ranks in the Top 10 character traits that employers look for year after year. (National Association of Colleges and Employers).

DON'T...

- Embellish your skill set and past work experiences. You may face great embarrassment on the job when you are unable to perform at the level you promised in the interview.
- Underestimate how much recruiters speak to each other. Although they are often competing for the same talent, they have opportunities to speak at conferences, job fairs and while on-site at college campuses and will discredit schools where they ran into less than credible candidates.
- Risk losing a good opportunity to learn and earn, by compromising honesty and integrity in the job search.

CSPD Overview

The Center for Student Professional Development (CSPD) is a comprehensive Fox School of Business resource focused on preparing you for entry into the professional business environment.

Besides academic preparation, "professional development" is an important component of your university experience. Because of that, the Fox School of Business has integrated professional development into the multi-year curriculum.

As an undergraduate business major at the Fox School, you have access to the services and resources of CSPD. Your utilization of CSPD is an investment in your professional development that will ensure you develop the requisite skills to locate meaningful internships, co-ops and permanent jobs.



Center for Student Professional Development

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Center for Student Professional Development

On-the-Go Series

INTEGRITY IN THE JOB SEARCH

