

# STUDENT CODE of CONDUCT



Fox School of Business  
TEMPLE UNIVERSITY

## YOUR RESPONSIBILITIES AS A JOB SEEKER

*Based on the National Association of Colleges and Employers  
Principles for Professional Conduct*

As a Fox School of Business & Management student, your participation in the on-campus recruitment program is an important part of your professional development. To enhance the effectiveness of this program, the Center for Student Professional Development has established the following policies and procedures to ensure a basis for ethical conduct. Failure to adhere to these standards will jeopardize not only your own career search, but will impact the reputation of the Fox School.

### RESUME SUBMISSION

Only submit resumes for companies/positions in which you have a genuine interest. Once you apply to the position, the understanding is that if selected, you will be expected to interview with the company. Conducting company research prior to the resume submission deadline will assist in determining which companies are a possible fit for you.

### DISCLOSURE OF INFORMATION

Provide accurate information about your academic work and records, including courses taken, grades, positions held, and duties performed. Falsification of information can have serious consequences including rescission of job offers.

### INTERVIEW PROTOCOL

- **Interview genuinely** — Interview only with employers you are sincerely interested in working for and whose eligibility requirements you meet. Practice interviewing is "misleading to employers—wasting both their time and money—and prevents sincerely interested candidates from using those interview slots. If "practice" is what you seek, CSPD conducts workshops/mock interviews to develop your interview skills.
- **Adhere to schedules** — Appear for all interviews in a timely fashion, on campus and elsewhere, unless unforeseeable events prevent you from doing so.
- **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.

**CSPD**

*Creating Polished  
Professionals,  
Not Just Graduates*

**CENTER FOR STUDENT  
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DEVELOPMENT**

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## **CANCELLATION POLICY**

If for some reason you are unable to attend the interview, you have up to 48 hours prior to the scheduled interview to cancel through FoxNet. If for some reason you need to cancel within this 48-hour time period, you must contact CSPD immediately by calling 215-204-2371 between 8:30 a.m. and 5:00 p.m. ***Failure to do so within the above timeframe will result in the immediate suspension of your privileges to use FoxNet for one year.***

## **NO-SHOW POLICY**

If you do not show up for your scheduled interview, you must send a written apology to the recruiter, a copy to the Director of CSPD - Corinne M. Snell, and a copy to Dean M. Moshe Porat. ***Failure to do this within 24 hours will result in the immediate suspension of your privileges to use FoxNet for one year.***

## **OFFER MANAGEMENT**

**Don't keep employers hanging** — 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.

**Accept a job offer in good faith** — When you accept an offer, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure not only is unethical, but is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

**Withdraw from recruiting when your job search is completed** — If you accept a job offer (or decide that full-time graduate or professional studies are for you), notify CSPD and withdraw from the on-campus recruiting process immediately! Also, let employers that are actively considering you for a job know that you are now out of the running. By doing so, you are helping your peers by not taking away a slot from someone who is trying to get on interview schedules or being considered for positions.

Remember that you represent Temple University and the Fox School of Business & Management, as well as yourself. Your actions will affect your future and those of your classmates, including the reputation of the university. If you accept a job offer that an employer extended to you in good faith, your obligation is to stick with that offer. Failure to do so is considered unethical, is a poor reflection on your judgment and can negatively impact any future dealings with this company.

**Report your job offer to CSPD**—As your partner in the career development process, having our students find meaningful employment opportunities is important to CSPD. By providing this information, you are allowing the Center to track the job search progress of our Business students/graduates. This data will be used to generate reports on the job market, hiring trends, salary information, career interests, etc. The purpose of these reports is to assist current students doing career research, to aid in the University rankings process or to attract prospective students by showing them the value of the Fox Business degree. **Please note:** Your personal information will be kept confidential and all responses are used in the aggregate for your graduating class.

**Obtain the career information you need to make an informed choice about your future** — It's up to you to acquire the information about career opportunities, organizations, and any other information that might influence your decisions about an employing organization.