



Career Services Code of Ethics

The Code of Ethics that follows applies to your search for employment as conducted through Heinz College Career Services and the Career and Professional Development Center. By adhering to this code, you will project a positive image of yourself, your class, and the College. Our career services offices have a positive reputation with employers. We do not want it tarnished through questionable conduct. If you plan to utilize Career Services or any of its resources, we ask that you read this code and abide by its tenets.

We intend to uphold the standards presented in the Code of Ethics and request you do not deviate from this during any change of event platform from in-person to virtual or vice versa.

Career Services Events and Workshops

Be fully engaged when attending events such as information sessions, workshops, and site visits.

- Registering is required for most events. Please register through the given website (i.e. Handshake or other platform) for the events you are attending, then honor that registration by attending the event. If you can no longer attend the event, cancel your registration at least 24 hours in advance of the event. If the event falls on a Monday, please cancel by end of day Friday.
- Be on time and stay for the duration of the event. If you need to leave early, let the employer or Career Services professional on-site know prior to the start of the event.
- Turn off cell phones and close laptops.
- Give your full attention to the presenter.
- During in-person events that may serve food, do not save food for friends, or take food and immediately leave the event.

Advising Appointments

Appointments with your career advisor are professional meetings.

- If you are more than 5 minutes late, you may be asked to reschedule.
- Missing multiple appointments may result in loss of Handshake privileges and will require you meet with your career advisor to discuss.
- Come prepared with all documents and questions.
- *Please note*, content discussed during career advisor/advisee appointments is not shared with other students or external parties. Refer to [FERPA](#) for a better understanding of what information is protected.

Applications and Interviews

Present your qualifications and interests accurately.

- Falsifying data, such as GPA, date of graduation, degrees obtained, institutions attended, prior work experience and eligibility to work in the United States is unethical and is grounds for immediate dismissal with most employing organizations.

Interview only when genuinely interested in the advertised position and still seeking employment.

- Do not interview for practice; this will cause the recruiter to feel his/her time is being wasted and takes away valuable interview time from fellow students.
- If you are concerned about your interviewing skills, mock interviews are available.

Participate in the interview.

- Not showing or canceling late (defined as canceling less than two (2) business days in advance) reflects poorly on the candidate and the school.
- Do not discuss details of your interview experience with peers.

Offers and Reneges

Notify organizations of your acceptance or rejection of offers as soon as that decision is made and no later than the deadline prescribed by the employer.

- Candidates should expect offers to be confirmed in writing, and likewise, should notify the company of accepted or rejected offers by telephone first, followed-up with a letter or email.
- Requests for extensions of decision deadlines must be made at least two (2) business days prior to deadline.

Honor an accepted offer as a contractual agreement.

- Upon accepting a position, candidates should withdraw from interviewing for other positions and notify Career Services of a decision.
- Continuing to interview after accepting an offer, or renegeing on an accepted offer is unethical

Consequences for Violation of the Heinz College Career Services Code of Ethics

Missed Interviews, Mock Interviews, Office Hours or Coffee Chats

1st offense: Students who fail to cancel their interview (on-campus or on-site) before the interview cancellation date found in Handshake OR who do NOT show for an interview will be temporarily blocked on Handshake and will need to schedule an appointment to meet with their career advisor to discuss the reasoning behind the late cancellation. Students will also be expected to send a letter of apology to the recruiter after receiving approval from their career advisor.

2nd offense: Removal from Handshake, including campus job search, interviewing access, and appointment scheduling privileges for the remainder of the current and next full semester (fall/spring).

3rd offense: Complete removal of job search and interviewing access including deactivating student's Handshake account.

Reneging (full-time or internship) & Misrepresentation of Qualifications

1st Offense: Removal from Handshake, including campus job search, interviewing access, and appointment scheduling privileges for one semester.

2nd Offense: Permanent deactivation of student's Handshake account.

Missed Virtual Career Fair 1:1 Sessions

If you have scheduled a 1:1 with an employer but are no longer able to make the meeting as scheduled, you should cancel the session within Handshake. If for any reason you are not able to cancel the session, you should email recruit@andrew.cmu.edu and your career advisor with your name, the company name and the session time to request a cancellation. This should be done prior to the fair starting whenever possible.

1st offense: Students who fail to cancel their individual 1:1 career fair session (within Handshake or by contacting the employer/recruit@andrew.cmu.edu and career advisor prior to the start of the career fair) AND who do NOT show for a scheduled individual 1:1 session will be temporarily blocked on Handshake and will need to schedule an appointment to meet with their career advisor to discuss the reasoning behind the No Show. Students will also be expected to send a letter of apology to the recruiter after receiving approval from their career advisor.

Multiple offenses (No Shows) for one fair: Possible removal of certain privileges from Handshake for the remainder of the current semester.

Multiple offenses-more than one fair within an academic year: Possible removal of certain privileges from Handshake for the remainder of the current semester and next full academic semester.

Additional Event No-Show Policy

If you register for and no-show a Heinz Career Services organized workshop/event, Handshake removal will occur after 3 offenses. If you are late 15 or more minutes, that constitutes a no-show.

1st offense: You will receive an email from the Heinz Career Services Office stating you have no-showed a specific event and that it is your 1st offense of a 3-offense policy. Your Career Advisor will be copied, and you will be encouraged to re-read the attached Code of Ethics.

2nd offense: You will receive an email from the Heinz Career Services Office stating you have no-showed a specific event and that it is your 2nd offense of a 3-offense policy. Your Career Advisor will be copied, and you will be encouraged to re-read the attached Code of Ethics.

3rd offense: Your Handshake will be temporarily blocked and remain blocked until you meet with your Career Advisor. You will receive an email from your Career Advisor stating this and it will be expected that you meet with your Career Advisor to discuss the situation before having access to your Handshake account reinstated.

Due to the potential harm that the violation of this Code of Ethics could cause to other students and important, employer relationships, I understand that violations can result in severe sanctions. Violations of the Code of Ethics may result in termination of some or all career services or referral to the Associate Dean's office.