

Student 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 sign it indicating that you understand and are willing to abide by its tenets.

Career Services Events and Workshops

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

- RSVPs are required for most events. Please RSVP through the given website for the events you are attending then honor that RSVP by coming to the event. If you can no longer attend the event, cancel your RSVP at least 48 hours in advance of the event.
- 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.
- Do not save food for friends, or take food and not stay for 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.
- Come prepared with all documents and questions.

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

On-Campus Interviews

1st offense: Students who fail to cancel their interview 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 consultant 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 consultant.

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.

On-Site Interviews, Reneging & Misrepresentation of Qualifications

1st 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).

2nd Offense: Complete removal of job search and interviewing access including deactivating student's Handshake account.

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, referral to the Director of Career Services or referral to the Associate Dean's office.

Acknowledgement

Heinz College students are asked to review the above code of ethics and sign an agreement to abide to its terms.