



**Business Career Services Center**  
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## RECRUITING POLICY FOR ON-CAMPUS INTERVIEWING

**\*\*\* By Participating in Career Connections, you verify that you have read and agree to the outlined recruiting guidelines and policies. \*\*\***

The BCSC provides a policy for the professional relationships among our staff, recruiting organizations and students involved in the career planning and recruiting process.

### EXPECTATIONS OF STUDENTS:

#### Interviews:

Recruiting organizations invest considerable resources in their search for talent. The following interviewing expectations exist to maintain long-standing positive relationships with hiring organizations. Failure to comply with these guidelines may result in damaged recruiting relationships at KU.

- **Students should submit their resumes only for positions they are truly interested in, qualified for and plan to be available to interview for.** Applying for positions that you are not truly interested in reflects poorly on you and reduces opportunities for your classmates. Do not treat on-campus interviews as “practice interviews.”
- **Students are expected to accept interview invitations when they submit a resume for consideration.** Once invited to interview, failure to sign-up (or communicate a legitimate conflict to BCSC) cancelling or declining an interview may result in temporary suspension from the recruiting management system.
- **Students are expected to sign up or *appropriately* decline on-campus interviews in a timely fashion.** If declining an interview, access will be suspended and the guidelines below need to be followed.
- **Students are obligated to honor interview commitments.**
- **Students are expected to promptly RSVP to any invitation to a company office visit.**

#### Declining an Interview and Cancellation Guidelines:

*Legitimate conflicts can and will occur. Reasonable conflicts include acceptance of another job offer, personal illness, subsequent interviews/office visits with other recruiting organizations, or death in the family. The following guidelines are outlined to cancel interviews.*

**To decline or cancel an interview OR withdraw your application after the deadline:** The following **MUST** be completed.

**A reason for declining an interview, cancellation of interview, or withdrawing an application after the deadline needs to be communicated to the BCSC and an apology letter must be provided. Access to KU/Career Connections will be blocked until this is completed.** The letter should be directed to the recruiting agency and emailed to the BCSC who will forward to the appropriate contact person. An example of an apology letter is available from BCSC. Once the letter is received and approved, access to your account will be reinstated.

- If the reason for cancellation relates to a legitimate conflict and you would still like to be considered for employment, the BCSC will make every effort to assist you with making alternate interview arrangements.
- No-shows to interviews will not be tolerated and all steps must be taken in order to regain access to career services. Reoccurring no-shows can result in revoked privileges for the semester.
- A record will be kept of all declined interviews, interview cancellations, withdrawn applications, and no shows.

***Withdrawing an application is discouraged. Keep these tips in mind to avoid withdrawing your application:***

- Before applying for a position, check the interview date. If it is a date that you will not be available, do NOT apply for the position. Ask BCSC for assistance in referring your resume to the recruiting organization.
- Check your “interviews tab” frequently. The sooner you receive notification of an invitation, the more likely you are to find an interview time convenient for your schedule.
- If you need to withdraw an application, do so BEFORE the application deadline.

**An interview decline, interview cancellation, late withdrawn application, or no-show will result in temporary suspension from KU Career Connections. Subsequent episodes of these actions could permanently suspend your access to the on-campus recruiting system.**

## **Events:**

*For organizations hosting information sessions or evening events prior to scheduled recruiting, all interviewing students are encouraged and expected to attend. It is the student's responsibility to check for relevant events in KU Career Connections.*

- **Students are expected to RSVP and attend events by the deadline posted to help employers plan their visits.**
- **Students should conduct themselves with professionalism at company-sponsored events.** Any unprofessional behavior reflects poorly not just on you, but also on your classmates and KU.
- **All events are business casual unless otherwise noted.**

## **Ethical Expectations Regarding Acceptances of Offers:**

*Students are expected to respond to every offer in writing, whether they accept or reject it.*

Upon the acceptance of a job offer:

- **A student immediately notifies other employers with whom they are interviewing to remove themselves from further consideration.**
- **A student must notify BCSC to withdraw his/her name from the recruiting process.**

*Students must honor the acceptance of an offer as a contractual agreement with the employer. It is unacceptable to continue interviewing after accepting an offer, or to back out on an accepted offer. Students who renege on an employment commitment may be refused further use of the BCSC.*

## **Additional Guidelines for MBA Students:**

In-Residence Students:

- In-residence MBA students are expected to participate in a program exit interview process in the final semester of their degree program.
- All offers for employment must be submitted to the MBACSC online statistical reporting system [www.mbacsc.org](http://www.mbacsc.org).

Evening Professional Students:

- **Only Evening Professional MBA students who are currently unemployed or under no contractual agreement with a current employer regarding their education and ongoing employment are eligible to participate in on-campus recruiting.**
- Access to the KU Career Connections system is limited to the final year study for students in the evening professional program
- Use of on-campus recruiting for evening professional students is restricted to full-time employment searches.

## **Reporting of Employment/Internships:**

After a student accepts an offer of employment/internship, he or she must complete a Graduate or Internship reporting form found at: <http://www.business.ku.edu/CurrentStudents-currentstudentforms>. Employment/Internship reporting serves as important information for the ongoing success of the KU Business School and is required for Business School accreditation. While the individual salary and offer data provided by students is not released, the aggregate results are important to current and prospective students, recruiters, and administrators. The results are not only necessary for the school to compete in Business School rankings, but they are among a student's best tools for salary negotiations. Individual information is NEVER shared with other offices. Salary data for recent graduates can be obtained in the BCSC and on the School of Business website as a resource for salary benchmarking.

## **Consent to Release Records & Verification of Accuracy:**

*The following points are the components of the release agreement a student implicitly makes with the BCSC:*

- I grant BCSC permission to release the information from my Career Connections account to prospective employers. Additionally, I grant BCSC permission to share information from my academic records with employers for the purpose of employment.
- I certify that the information furnished to Career Services on my resume and in my registration database is accurate. I understand that submitting false information is a violation of student standards of conduct and I can be blocked from the on-campus recruiting system until the information is corrected. I also understand that I may be subject to disciplinary action under the Honor Code.
- I understand that it is my responsibility to update my personal information on Career Connections and with the University.
- I will abide by the professional and ethical standards on this form and understand that failure to do so may result in loss of recruiting privileges.

*Students who feel they have experienced unprofessional or unethical recruiting practices with a company should notify Jennifer Jordan, Director of Business Career Services of the situation immediately so appropriate follow-up action can be taken with that company.*