

## **RECRUITING POLICY FOR ON-CAMPUS INTERVIEW**

***\*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:**

*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.**
- **Students are expected to respond to interview invitations for which they have submitted their resume for consideration by signing up for an interview in a timely manner. If the interview invitation must be declined for ANY reason, the provided guidelines should be adhered to.**
- **Students are expected 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 and/or cancelling an 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.** An example apology letter can be provided by the BCSC. This letter is out of courtesy to the employer.

- No-shows to interviews will not be tolerated and all steps must be taken in order to regain access to career services.
- 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**An interview decline, interview cancellation, late withdrawn application, or no-show will result in temporary suspension from KU Career Connections.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.**
- **All events are business casual unless otherwise noted.**

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

*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 and withdraw all outstanding applications within KU Career Connections.**

*Students must honor the acceptance of an offer as a contractual agreement with the employer. It is unethical to continue interviewing after accepting an offer, or to back out on an accepted offer.*

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

After a student accepts an offer of employment/internship, he or she is encouraged to complete an online Post-Graduation Plans (Employment Statistics) or Internship form found at: <http://www.business.ku.edu/BCSC-Students>.