

The staff in Cornell Career Services/Barnes (CCS) and your college career office are eager to support you in your career development. We encourage you to work with us throughout your student experience: assessing your interests and abilities, exploring options, developing a strategy for obtaining your desired outcomes, creating your application materials, preparing for interviews, evaluating offers, and more.

This document covers the professional ethics that pertain to your use of campus career-development services and serves as a guide for managing your career. At a high level, these basic expectations are essential for you to maintain integrity in all aspects of your career development:

1. **Portray truthfully** all personal information, work experience, and academic details.
2. **Attend** all scheduled appointments, interviews, and events. If extenuating circumstances arise, refer to I. *Attendance Policy* and II. D. *OCR Policies* below for guidance.
3. **Honor your commitments.** Reneging on an employment offer or other opportunity is a serious breach of ethics. See *Reneging on Internship and Job Offers* below in III. *Offers and Acceptances*.

Access to resources of Cornell Career Services and the affiliated college offices is a privilege that carries with it certain expectations. Students who fail to meet these expectations could be disqualified from further use of these resources, including participation in on-campus recruiting, and/or referred to the Judicial Administrator. In all cases, Career Services staff reserve the right to make determinations regarding access and reinstatement of privileges.

I. ATTENDANCE POLICY

Employers and alumni often visit campus to speak with students, whether for interviews or other interactions. We strongly encourage students to take advantage of these opportunities to explore career options, to learn more about an employer/position/industry, and to expand their networks. In addition, Career Services often hosts other events that require advance registration.

Procedures regarding interviews are covered below, in II. *On-Campus Recruiting (OCR) Guidelines*, D. *OCR Policies*. For other events, we indicate in the event description in Handshake when the attendance policy is in effect. By registering for an event, you are making a commitment to attend. While we understand that circumstances arise that may prevent you from attending, we ask that you notify the appropriate office immediately and that you remove your RSVP from Handshake. When you do not show up for events, first and foremost it damages your personal reputation by demonstrating irresponsible behavior, but also it prohibits other students from registering for the event in your place. In addition, Cornell University's employer and alumni relationships may be compromised by lack of student attendance.

If you fail to remove yourself from the event without sufficient notice (typically 24 hours prior to the event, but check the individual event for specifics), a violation will be put on your Handshake account and you will be required to meet with a Career Services staff member to discuss the reason for the absence and necessary actions to rectify the situation.

- Two unexcused missed events will result in inability to register for events (including interviews) for one semester.
- Three unexcused missed events will result in the inability to register for events for a full academic year.
- Four or more unexcused missed events during the course of a student's undergraduate career may result in loss of OCR access and/or Handshake privileges, and possible referral to the Judicial Administrator.

II. ON-CAMPUS RECRUITING (OCR) GUIDELINES

A. ELIGIBILITY FOR ON-CAMPUS RECRUITING

To submit resumes through Handshake to participate in on-campus recruiting, a student must:

1. Be a full-time matriculated student (i.e., earning a Cornell degree).
2. Be in good standing with Cornell Career Services.
3. Complete the online On-Campus Recruiting Tutorial at career.cornell.edu... *Students... On-Campus Recruiting... Handshake Tutorial*. You can also find a link to the Tutorial in the "Career Center Resources" section of Handshake.

Students Studying Away from Campus

Students studying abroad, in New York City, Washington, DC, or other locations outside Ithaca may submit resumes to on-campus recruiting schedules, but we expect you to follow some specific guidelines. You must include a line under your name on your resume indicating “STUDYING OFF CAMPUS – SEMESTER YEAR (e.g., FALL 2018).” If you are designated a Primary or Alternate candidate, before signing up for an interview slot you **must** contact the employer to learn whether the employer wants to arrange a virtual interview outside the on-campus interview schedule (recommended). Sign up for an interview slot in Handshake **only if** the employer intends to conduct a virtual interview as part of the on-campus visit. Be sure to inform Cornell Career Services well in advance if you will be interviewing remotely while the employer is on campus. (See list of contacts at end of document.)

Exchange Students

Exchange students or students who are studying at Cornell but will not earn a Cornell degree may not participate in on-campus recruiting.

B. STUDENTS’ RESPONSIBILITIES REGARDING HANDSHAKE

Students are responsible for familiarizing themselves with the Handshake system and meeting all deadlines for on-campus recruiting events. Timeliness is critical. Submit your application materials well in advance of deadlines to demonstrate your interest in the position and your time-management skills. Some employers review applications on a rolling basis.

Under no circumstances are technical problems with your computer considered a valid reason for missing a resume-submission deadline. If you encounter technical problems with the Handshake system on the day of an application deadline after Career Services offices have closed:

1. Continue trying to submit materials until the deadline (usually 11:59 p.m. Eastern time, but check the timeline in the interview schedule for details).
2. If still unable to submit, notify the career office hosting the visit of the problem by 9:00 a.m. the day after the application deadline. (See list of contacts at end of document.) After verifying the system problem, the career office will facilitate communication with the employer to resolve problems.

C. THE INTERVIEW PROCESS

Students must manage interview activity carefully to avoid conflicts with first- and second-round interviews, exams, etc. If you sign up for interviews with more than one employer on the same day, always avoid back-to-back interviews, whether they are held in the same office or in different locations. Otherwise, if your first interview is delayed, you may miss your interview with the second employer. Career Services staff make every effort to help students who encounter difficulty with interview sign-ups, however it may not be possible to resolve all scheduling problems since interview spots are limited.

Illegal Questions, Bias, Harassment, Alcohol, Etc.

Interviewers should not ask you any illegal questions (refer to the *Career Guide* for a list of such questions) or demonstrate bias or harassing behavior. In addition, alcohol consumption should not be part of any aspect of the interview or recruiting process involving undergraduates. Please report any concerns you have about an employer’s conduct during the recruiting process to Career Services. You can be assured of confidentiality when discussing concerns with Career Services staff.

D. OCR POLICIES

CCS No-Show Policy

- If you do not appear for an interview or if you cancel without sufficient notice as described here, you are considered a “no-show,” and you will not be allowed to participate further in on-campus recruiting until you speak with a CCS staff member. The staff member will determine whether you can continue to participate. At a minimum, you will be required to submit a letter of apology to the recruiter, in accordance with the staff member’s instructions.
- A second “no-show” will result in automatic forfeiture of the right to participate in Cornell recruiting activities and to use the Handshake system.

The No-Show Policy pertains to all on-campus interviews as well as second-rounds at the employer’s site.

First-Round Interviews: Cancellations and Consequences

When an employer accepts you for an interview, assess your options carefully and sign up for an interview only if you would seriously consider a job offer from that employer. Never accept an interview invitation “for practice.” If you change your mind after signing up for an interview, remove yourself from the interview schedule or cancel the interview immediately according to the guidelines below so the interview slot will be available for another student.

Do not cancel first-round interviews to attend second-round interviews, and then expect the first employer to accommodate you. Employers are expected to offer alternate dates for second-round interviews and to work with you to avoid conflicts with your other interviews. See a Career Services staff member if an employer does not offer this option and you need assistance dealing with the situation.

Interview cancellations:

- If you elect to cancel an interview after interview sign-ups end (generally 12:00 noon **two business days prior** to the interview, but check the individual schedule) or you cannot physically attend a scheduled interview (e.g., due to extreme illness or serious injury), you must notify the career office where your interview is scheduled by phone or in person. You will be considered to be in violation of the CCS No-Show Policy (see above) until you take actions to rectify the situation.
- Notify **both** the employer and the Career Services office managing the interview schedule of your inability to attend the interview. (See list of contacts at end of document.) Employers often do not inform Career Services of late cancellations and your interview slot will not be available for another student unless you notify us directly.

Second-Round Interviews

Cornell Career Services has developed and closely monitors these policies for employers’ second-round interviews to allow students to meet their obligations for first-round interviews on campus and to assure equity among employers. Employers conducting first-round interviews on campus are negatively affected when students cancel those interviews. This has implications for employers’ desire to continue recruiting at Cornell.

We strongly encourage employers to offer second-round interviews on campus or on “Super Saturdays.” These may be held at any time during the semester. Employers must offer options for times of on-campus second-round interviews so that students do not miss classes or first-round interviews.

For 2018-19 employers may not conduct—and students may not participate in—off-campus second-round interviews or other employer events except as follows:

Second-Round Interviews/Events	Fall 2018	Spring 2019
Allowed Off Campus	Any weekend dates, plus: September 21, 28; October 5, 12; and anytime beginning October 15	Any weekend dates, and anytime beginning February 8
Not Allowed Off Campus	September 12, 13, 14, 17, 18, 19, 20, 24, 25, 26, 27, and October 1, 2, 3, 4, 10, 11	January 28, 29, 30, 31, and February 1, 4, 5, 6, 7

- Employers are expected to offer an alternative date, without negative consequences, for a second-round interview if the date first proposed interferes with a student’s first-round interview on campus, exam, or other valid conflict. It is your right and responsibility to ask for an alternate date if one is not offered initially. You should seek the assistance of staff in CCS when dealing with a non-complying employer.
- You **should not request** that employers offer second-round interviews that conflict with this policy and **employers should not extend invitations** that conflict with this schedule, **even if** a date is convenient for both of you. To do so is considered a violation of these policies.
- Do not accept a second-round interview unless you would seriously consider working for the employer.
- You must notify the employer if you are unable to attend a second-round interview that you have scheduled.

III. OFFERS AND ACCEPTANCES: ON-CAMPUS RECRUITING AND JOB POSTINGS

A. JOB OFFERS AND TIMELINES

We expect employers to communicate their offer procedures clearly, including how students should confirm acceptance (e.g., signing written documentation, confirming an offer electronically, etc.), and whether the employer considers a verbal statement of intent to be a binding job acceptance. (In this case, the employer should inform the student immediately that the statement is considered an acceptance.) We have established a set of guidelines pertaining to these communications, with the goal of giving students time to give careful consideration to their employment options, to consult with family members and trusted advisors, and to make informed decisions about their employment after Cornell.

We ask employers to extend offers and require your response in accordance with the dates below. Many employers often *request* that students accept offers by an earlier date and some employers simply ignore our suggested timelines. If you know that you will be accepting an offer, it is good form to respond by the requested date rather

than extending the process all the way to the actual deadline. Always clarify with the employer whether a stated date is a preference or a requirement.

In the increasingly competitive campus recruiting landscape in recent years, more employers than ever are deviating from our guidelines without regard for the impact this has on students or the consequences that may result. We hope that you do not experience this, but we want you to know that we will support you as you negotiate with employers and will take action when we can. If you are experiencing uncomfortable pressure on a job offer from an employer, you should consider carefully whether that is a climate you want to enter in the work force.

*If you have any questions or concerns about communicating with employers regarding interviews or job offers, seek assistance from a CCS staff member **well in advance of any response deadlines**. Career Services staff will maintain your confidentiality and will intervene with employers only if you request that we do.*

Full-Time Offers for 2019 Start Dates

Written Offer Extended:	Earliest Response Date:
On or before 8/31/18	10/1/18
Between 9/1/18 and 10/15/18	10/15/18 or 2 weeks, whichever is later
Between 10/16/18 and 1/31/19	2 weeks
On or after 2/1/19	1 week

Offers for Summer 2019 Internships

Written Offer Extended:	Earliest Response Date:
On or before 8/31/18	10/15/18
Between 9/1/18 and 10/15/18	10/15/18 or 2 weeks, whichever is later
Between 10/16/18 and 2/28/19	2 weeks
On or after 3/1/19	1 week

B. EXCESSIVE PRESSURE/EXPLODING OFFERS FROM EMPLOYERS

Employers should not pressure students to accept an offer before the timelines above or make "exploding offers." Examples of excessive pressure include repeated "sell calls" from team members to assess a student's status; insisting on a verbal commitment from a student before sending a written offer; or statements such as "If I offer you the position today, will you take it?" Exploding offers are those that require a quick response time or call for a reduction in base salary after a certain date. Please discuss with a career advisor how to handle these situations if you experience them.

C. START DATES

Employers know that students expect to start work in June, July, August, or September (generally no later than September 15). Employers must give students an accurate start date and must include it in the offer letter. You should be aware that some employers have been known to delay start dates, sometimes significantly.

D. STUDENT RESPONSIBILITIES

Once you accept an offer, you must notify other employers that you are not continuing the interviewing process. This is the case for any job offer, even if it is not the result of on-campus recruiting. If participating in on-campus recruiting activity, you must **immediately remove yourself from the interview process as follows:**

1. *If the application period is still in effect*, you must remove yourself from all resume submissions in Handshake.
2. *If the application period has ended*, you will notify **both** the employer and the Career Services office managing the interview schedule to remove your resume from consideration and will not sign up for an interview, even if accepted for an interview (in error) by the employer. If you do not have contact information for the employer, the Career Services office can provide assistance.
3. *If you have signed up for any additional interviews*, you must remove yourself from the interview schedule through Handshake (if possible, given the date) or by notifying the CCS office managing the interview schedule (see below).
4. *If other employers have extended offers*, you should inform them without delay that you have accepted an offer.

If you have multiple offers, we expect you to narrow the field to the positions that interest you the most and discontinue the interview process for all other positions **as soon as possible**. Holding on to offers in which you have no interest keeps another student from receiving an offer.

E. RENEGING ON INTERNSHIP AND JOB OFFERS

Regardless of what you might hear from peers, family members, and others, renegeing on an accepted offer is considered a **serious breach of ethics** and could irreparably damage your personal reputation and employment

opportunities in the future. It's a smaller world than you might imagine. People have extensive professional networks and change jobs frequently; you may be remembered for your unethical behavior. Also, some employers will withdraw offers if they learn that you have reneged on another offer to accept theirs.

In addition, renegeing is a violation of CCS Policy. Do not accept an offer, *even verbally*, until you are sure it's right for you. Employers typically consider a verbal commitment—or even a strong suggestion that you intend to accept—the same as a formal acceptance of the offer, even if contract documents have not yet been processed. If you're feeling pressured to accept an offer before you're comfortable doing so or you are considering renegeing, please speak with an advisor in Career Services for assistance and support. Otherwise, you risk losing access to Handshake and other campus services.

IV. RECRUITING OFFICE CONTACTS

Cornell Career Services at Barnes Hall (CUW)
College of Agriculture and Life Sciences (CALS)
College of Engineering (ENG)
SC Johnson College of Business – Hotel (SHA)
ILR School (ILR)

barnesrecruiting@cornell.edu, 607/255-6933
calscareer@cornell.edu, 607/255-2257
eng-recruiting@cornell.edu, 607/255-5006
careers@business.cornell.edu, 607/255-6376
ilrcareerrecruiting@cornell.edu, 607/255-2724

V. OTHER CAMPUS CAREER OFFICE CONTACTS

College of Architecture, Art, and Planning
College of Arts and Sciences
College of Human Ecology
SC Johnson College of Business – Dyson

aapconnect@cornell.edu
as_careers@cornell.edu
humec_students@cornell.edu
careers@business.cornell.edu, 607/255-6376