Emory Career Center Student Policies

The Career Center is dedicated to promoting a beneficial relationship between employers and students. These policies are designed to define the roles and responsibilities of all parties involved in the recruitment process, including students, employers, and staff, and preserve and promote the reputation of Emory University by actively pursuing the highest standards of integrity, honesty, and professionalism. These policies also exist to help handle ethical challenges you may encounter throughout the hiring process.

Handshake Policies

By using Handshake, students agree to the following responsibilities and policies or face potential loss of account privileges.

Access to Handshake is provided to currently enrolled undergraduate and graduate students from The College, undergraduate students from Goizueta, and Emory alumni from these schools.

Exchange students will have access to Handshake events and job postings only during their matriculating semester(s). Transient and non-degree students who are studying at Emory University, but will not earn an Emory degree do not have access to the Handshake system.

Exclusive Handshake Account

Each Handshake account is for the perusal and use of Emory students and alumni only and should be used exclusively for your personal job search. Do not share your login information or allow other individuals to submit documents under your account. If access to an account is granted to and/or used by a non-Emory individual to apply for positions, the owner of the account will be permanently barred from accessing Handshake.

Accurate Information

All information you submit through your Handshake profile, or directly to an employer, must be accurate, including, but not limited to:

- Information on your student profile (including GPA and major)
- Job search documents (including resumes, cover letters, transcripts, test scores, and any other documentation requested by the employer)
- Correspondence (written or verbal) throughout the recruitment process

If a student falsifies a document, or misrepresents him/herself to any employer, whether via on-campus programs or in an independent job search, the student may be subject to University judicial charges.

In addition, students are required to provide current and reliable contact information to The Career Services and employers within all of their documents and correspondence. This includes updating phone numbers and email addresses while you live or study abroad.
Privacy

Upon updating your Handshake profile and uploading documents to your account, you authorize The Career Center to grant access to and/or release information relating to you to prospective authorized employers, or individuals deemed appropriate by the staff, for the purpose of furthering efforts to assist your career related endeavors. Such records may contain personal information, resumes, cover letters or other information that you have uploaded into Handshake.

Some employers approved by The Career Center, have the ability to search and message students with public profiles. You are not automatically opted in to this feature. On the 2nd tab in Handshake titled ACCOUNT, you can indicate your preference under the field “Allow employers to be able to find and view my profile”.

In addition, you can indicate this preference each time you upload a document that may contain personal information (resumes, cover letters, transcripts, etc) by checking/unchecking the box for EACH document under the field “Public? Check this box if you want employers to be able to download this document from your profile. Otherwise, it will be privately kept here to use when applying to jobs and interviews.”

You may refuse to provide an employer with specific information about any job offers received from other employers. Applicants do not have to provide specific information about the names of the organizations or salary, and instead may give broad responses to such questions, naming types of employers, industries and general salary ranges, rather than specific salary amounts.

Though the Emory Career Center diligently screens employers and job postings for fraudulent activity, from time to time a job scam may enter our system. It is important for you to know the signs to look for.

**Identifying Job Scams:**

1. You are asked to deposit a check without having performed any work. *Note that a bounced check may withdraw money from YOUR account*
2. You have to send money in any way, shape or form to the employer before you begin working.
3. You are asked for bank information or credit card information.
4. You are receiving emails from an individual that says they work at a company, but the email address is from a non-company domain name (Gmail, Yahoo, etc.)
5. You notice excessive typos and grammatical errors in your communication with the employer.
6. You get a feeling that "something isn't right" about the employer or the position.

What should you do if you think you applied to a job scam? IMMEDIATELY notify the Emory Career Center by emailing recruiting@emory.edu or calling 404-727-6211 to share details about what happened. You may also contact your Career Counselor to discuss the validity of the position.

Recommended readings:

- Federal Trade Commission: Job Scams: [https://www.consumer.ftc.gov/articles/0243-job-scams#Signs](https://www.consumer.ftc.gov/articles/0243-job-scams#Signs)

Apply with Integrity

Be thoughtful about each application submitted:

- Read job descriptions thoroughly taking into account the location, length of assignment, and qualifications
- If you are unfamiliar with the company, research the company online BEFORE applying
• Do not apply for positions unless you sincerely interested in the opportunity and the job requirements match your skills and interests
• Be thoughtful, tailoring resumes and cover letters sent, to the position being applied for
• Avoid sending out multiple resumes to multiple employers without genuine interest in an employer’s available positions

On-Campus Recruiting Policies

Participation in on-campus recruitment through Handshake is a privilege, and comes with certain ethical expectations and responsibilities listed below. Why is this important?

• In the event that you do not show for an interview or behave inappropriately, this negatively impacts the institution and The Career Center’s ability to continue to bring employers to campus
• It is disrespectful to the employer who has committed time and money to meet with you
• It reflects a lack of care on your part for your fellow students who may have wanted to interview

Eligibility

Participation in on-campus recruitment is available to:

• Undergraduate students from The College and Goizueta
• Recent alumni (within one year of graduation) that are still in the job search process and have obtained approval from The Career Center
• Current graduate students from Laney can apply to the opportunities that seek graduate level education or experience and will be invited to sign up for an interview slot at the request through The Career Center

Exchange students will have access to Handshake events and job postings during their matriculating semester(s), but cannot participate in on-campus recruiting. Transient and non-degree seeking students who are studying at Emory University, but will not earn an Emory degree do not have access to the Handshake system.

Students must be physically present on-campus on the day of the scheduled interview, unless other arrangements have been made with The Career Center.

Study Abroad

Students that have been invited to interview as a preselect candidate and are participating in a study abroad experience must:

1. Email The Career Center at recruiting@emory.edu as soon as you are invited to interview to confirm your study abroad status and provide:
   a. Skype username
   b. The email address associated with your skype account
   c. An hour time-range between 9:00 am – 12:00 pm and 1:00 – 4:30 pm EST that works with your current time zone and schedule

   The Career Center will contact the company to see if they are open to conducting your interview through Skype and try to schedule a time slot with you before the schedule opens to all students that matches your preference. Do NOT contact the employer’s recruiting team, alumni, or Goizueta BBA CMC for assistance in scheduling the interview.
2. If you have not received an email back from The Career Center before the interview schedule opens on Handshake, log in to your student account and sign up for an interview slot that works with your schedule and time zone. This slot will act as a placeholder until we are able to confirm that the recruiter is open to conducting skype interviews. You will NOT be penalized if the recruiter decides not to conduct the interview through skype and the interview is cancelled.

3. Check your email and be patient. Upon confirmation from the company, The Career Center will confirm your interview time, as well as your skype username and the email. Sending multiple messages to recruiting@emory.edu will slow down the response time. Remember, we are waiting for a response from the company and will follow up as soon as we have information.

4. Be prepared. On the day of the interview, The Career Center will connect with you 10-15 minutes prior to your interview to confirm the connection and provide feedback on your location and background.

Please note, The Career Center will work on your behalf to assist in confirming your interview status, however some organizations require interviewees to be on-campus, and will not accommodate alternate methods of interviewing. For students unable to make these interviews, the employer reserves the right to disqualify a student as a pre-select.

**Interview with Integrity**

Interview only with employers you are sincerely interested in working for, and whose eligibility requirements you meet. "Practice" interviewing is not tolerated, as it is both misleading and unethical. When you use a company for a "practice" interview, you are misleading the recruiter and denying a student with a genuine interest in the opportunity to interview. Should you need practice interviewing, contact The Career Center to view practice opportunities through workshops, scheduled mock interviews with a Career Adviser, or Corporate Mock Interview Days.

**Interview Invitations**

Submitting a resume requesting an interview is considered a formal commitment to the employer. It is professional courtesy to decline or accept the invitation.

If you are selected for an interview for which you submitted a resume, you are committed to scheduling or declining the interview before the preselect or schedule close date, or risk no-show status and consequences, listed under the Missed Interview and Late Cancellation Policy below.

**Scheduling an Interview**

You will receive a notification from Handshake via email and through your Handshake account, based on your Notifications Preferences settings. Please review the Timeline for your schedule to ensure the interview is open to scheduling slots. If so, click the Take Slot that works best with your schedule.

**Declining an Interview**

Students declining the opportunity to interview are required to decline through the Interview Decline Form prior to the scheduled close date. Per the Missed Interview and Late Cancellation Policy below.

It will be considered as a Missed Interview if you:
Scheduled Interviews

The Career Center offers students a professional on-campus recruitment program. When students fail to show for scheduled interviews with employers, they damage the recruiting program and the reputation of the University. Missed interviews also jeopardize the job search of fellow Emory students. Reserving a time slot and then failing to attend the interview prohibits another student’s chance to interview. In addition, it wastes corporate dollars, the recruiters’ time, and The Career Center resources.

Students are responsible for managing their interview deadlines and schedules carefully to avoid conflicts with classes, exams, and first- and second-round interviews. If you sign up for multiple interviews with more than one employer on the same date, try to avoid back-to-back interviews. If your first interview is delayed, you may miss the opportunity to interview with the next employer and be subject to the Missed Interview Policy. The Career Center Recruiting staff will make every effort to help students who encounter difficulty with interview sign-ups, however, it may not be possible to resolve all scheduling problems with the limited interview spots available.

Your academics come first – schedule your interview so that you are able to miss little to no class time. In cases where this is not possible, speak to your professor about your schedule and ways to make up for any potential loss. The Career Center will not excuse a student for missing a class to interview. Employers plan the dates and travel months ahead of the on-campus visit and students should not ask The Career Center for an alternate date that will fit their schedule.

Cancelling an Interview

Students may cancel an interview without penalty by removing his/her name from an interview schedule via Handshake. The typical cancellation period is at 11:59 pm three business days prior to the interview date, however, some schedules may be abbreviated. Students will be responsible for tracking all sign up and cancellation dates through the Timeline schedule for each schedule on Handshake. Once you can no longer cancel through Handshake, it is considered a Late Cancellation and subject to the Late Cancellation & Missed Interview Policy listed below.

Students must cancel with The Career Center at 404-727-6211 between the hours of 8:30 am – 5:00 pm, Monday – Friday, or send an email to recruiting@emory.edu with the subject line: URGENT – LATE CANCELLATION: [Insert Date of Interview and Employer Name]. Please do not contact the employer directly. The Career Center will not accept cancellations made directly to the employer or left through voice mail.

Missed Interview and Late Cancellation Policy

Submitting a resume to an on-campus interview schedule and scheduling an interview are both formal commitments to the employer. If you are selected for an interview for which you submitted a resume, you are committed to responding to the interview invitation and showing up for the interview.

It will be considered as a Missed Interview if you:

- Submit a resume expressing interest for an interview, are selected for an interview, but fail to respond to the interview invitation before the schedule sign-up ends (first occurrence will result in a warning, with second occurrence considered as a Missed Interview)
• Cancel a scheduled interview less than after the schedule sign-ups end
• Do not show up for an interview you have scheduled with an employer

Missed Interview and Late Cancellation Consequences

The first occurrence:

1. Your Handshake account will be deactivated
2. You will receive an e-mail from The Career Center with instructions on how to resolve this matter
   a. You will be required to write an apology letter
   b. You will be required to meet with one of the directors and discuss the reason you missed the business appointment to which you committed

The second occurrence:

1. Above consequences 1 and 2 are in effect
2. Your Handshake privileges will be revoked for the remainder of the school year

In addition, the following actions may also result in permanent loss of Handshake:

• Blatant disregard for policies and practices
• Rude and unprofessional interview behavior
• Failure to respond to no-show notification
• Failure to complete no-show policy requirements

The Career Center will do everything we can to be understanding in extreme situations, but regardless of the reason, please understand that we have an employer wasting time and corporate money to sit idle during the missed interview slot, it prohibits another student’s opportunity to interview, and takes time from The Career Center resources. The Career Center and Goizueta CMC reserves the right to determine additional restrictions based on individual student actions.

Definition of a Deactivated Account

1. The student will not be able to view and apply to positions, schedule or make requests for future interviews, and their resume will not be available to employers.
2. Students will be expected to keep previously scheduled interview commitments.

Second-Round Interview Policy

Employers are expected to offer an alternative date, without negative consequences, for a second-round interview if the date first suggested by the employer interferes with a student’s first-round on-campus interview, exam, or other valid conflict. Employers conducting first-round interviews on campus are negatively affected when students cancel these interviews. If an employer does not make this offer, it is a student’s right and responsibility to request an alternate date. Students should seek the assistance of The Career Center when dealing with a non-complying employer.
Receiving an Offer

Accepting a job offer is a professional commitment. Obtain the career information you need to make an informed choice about your future. It is your responsibility to look into career opportunities and the organizations that offer them, as well as acquire any other relevant information that might influence your decision about an employer.

Inform employers about your decision to accept or reject an offer in a timely fashion. Communicate your acceptance of refusal of a job offer to employers as promptly as possible, so they can notify other candidates that they are still being considered or that the position is filled.

Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

Pressure from Employers

The Career Center asks that employers do not put undue pressure on candidates to make quick decisions about their offers. Examples of intimidation include:

- When employers require candidates to accept an offer within a very short time frame (less than 2 – 3 weeks)
- When employers extend more offers than openings available and tell students that offers will be accepted on a first-come, first-serve basis
- Reduction in base salary, depending on when you accept an offer

Students are advised review the policies placed on employers at http://www.emory.edu/career/recruiters/policies_procedures/index.html and contact The Career Center and / or the Goizueta CMC if you experience any of these circumstances with employers.

Accepting an Offer

CONGRATULATIONS! Upon the acceptance of a job offer, students MUST:

1. Notify all other employers with whom they are a job candidate and withdraw themselves from further consideration
2. If the application period is still open on Handshake, the student must withdraw all open resume submissions on the system
3. If the application period has closed on Handshake, the student will contact The Career Center at recruiting@emory.edu to remove their resume submission
4. If the student continues to receive interview invitations through the Handshake system, they must Decline the interview and contact The Career Center at recruiting@emory.edu for assistance in notifying the employer
5. Complete the “The Career Center: On-Campus Recruiting Offer Acceptance (Job or Internship)” survey on Handshake

Holding on to offers and keeping their resume in submission for a position they do not intend to interview for or accept employment keeps another student from receiving a viable interview and employment offer.

Student Reneging Policy

Emory University students are obligated to follow established ethical practices when seeking employment and/or internships. Students are expected to no longer seek or consider other positions once an offer has been accepted, even if a more appealing offer is received at a later date. Emory students not only represent themselves, but the character of Emory University and all individuals associated with this organization. Reneging on accepted offers has negative repercussions that extend beyond the student’s own reputation.
Reneging on an offer is a serious violation of The Career Center’s policy, and any student who reneges on an offer will be barred from accessing Handshake and other services provided by The Career Center. It is the expectation that students, in conjunction with The Career Center and associated offices, will professionally address and rectify the situation.

Should an employer rescind an offer made to an Emory student, contact The Career Center at recruiting@emory.edu immediately for the next steps. The Career Center holds employers to a high standard as well and will work with the individual employer to discuss sanctions.

In addition to the rights and responsibilities for students below, it can be helpful to know the recruiting policies and procedures for employers as well. Students can view this information from the Recruiters section of www.career.emory.edu.

### Room Reservation Policy

The Career Center will allow the use of interview rooms to students that require a place to conduct their phone or virtual interview. Reservations will only be approved when a space is available for the date requested. The student must use their own laptop and/or telephone. The Career Center does have a room equipped with a computer for student use, however access to this space is limited and is available on a first-come, first-serve basis. All requests must be made in writing through The Career Center at http://www.eclmach.emory.edu/CRC/view.php?id=17620.

### Event Policies (Workshops, Information Sessions)

Students are expected to RSVP through Handshake by the deadline posted. This helps employers plan their visit by scheduling company representatives and alumni to present, order catering, prepare and ship materials and handouts. The outcome of their event affects the employer’s decision to return to Emory and meet students at a future date.

Once a student accepts an RSVP they are expected to attend the event or withdraw their response before the RSVP deadline, which is typically 2 days prior to the event. If you are unable to do this through Handshake, this means the deadline has already passed and the employer has you listed to attend. RSVPs are important because

- A low number of student attendance wastes employers time, the costs involved to send representatives to campus, provide refreshments for the expected group, and wastes time and resources in preparing and shipping company information and giveaways.
- On the other hand, a large number of unexpected guests will result in employers not having enough representatives in attendance, refreshments, or handouts.

Students are expected to sign in with The Career Center’s Career Ambassador upon entering the event location, in addition to any other sign in the employer may have.

Students are expected to stay through the entire presentation. It is rude and disruptive to leave early. If a student needs to leave early for an evening test or other mandatory event, ask the presenter before the presentation begins if you are able to leave early and sit near an exit.

Students are expected to obtain contact information for any representative in attendance. The Career Center will not provide this information to students the following day or to students who could not attend.
Compliance Procedures Policy

Students who believe an employer has misrepresented themselves or their company or has not conformed to The Career Center’s policies are encouraged to contact the Associate Director of Employer Relations at The Career Center immediately at 404-727-6211.