ON-CAMPUS INTERVIEW POLICIES & PROCEDURES

The guidelines set forth by the Career Center are designed to define the roles and responsibilities of all parties involved in the recruitment process, including students, employers, and staff. Our goal is to facilitate an efficient and well-managed recruiting process that provides a rewarding experience to all our constituents. These guidelines exist to ensure all parties are provided the best possible service and attention necessary to achieve our goals.

Participation in on-campus recruitment is open to the following members of the Emory community: undergraduate and graduate students from Emory College; undergraduate students from the Goizueta Business School; undergraduate students from the School of Nursing; and recent alumni (within one year of graduation) still in the job search process. Participation in on-campus recruitment is a privilege, and comes with certain ethical expectations and responsibilities listed below.

ELIGIBILITY
To participate in on-campus interviews, interviewers should be physically present on-campus on the day of the scheduled interview. If a student is pre-selected, but unable to be physically present on the date and time of the interview due to circumstances beyond his/her control, such as studying abroad, please contact The Career Center immediately BEFORE signing up for an interview slot! We will communicate with the organization on your behalf as to how they will handle this matter. Please note: some organizations require interviewers to be on-campus, and will not accommodate alternate methods of interviewing. For students unable to make interviews, the employer reserves the right to disqualify a student as a pre-select.

PRIVACY
Applicants are responsible for providing accurate information about their academic background and work history, including courses taken, grades, positions held, and duties performed. However, a student may refuse to provide an employer with specific information about any job offers s/he may have 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.

MISREPRESENTATION
If a student falsifies a resume/employment application/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. The Career Center may suspend a student’s privileges to use career services and programs. Employers have the right to terminate a student’s employment or withdraw a job offer for misrepresentation.

Please note: each Eagle Ops account is for the perusal and use of Emory students and alumni only. If access to an account is granted to and/or used by a non-Emory individual to apply for positions, the owner’s account will be suspended indefinitely.

Interviewing for “Practice”
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 participate in mock interviews, or Corporate Mock Interview Days.
INTERVIEW INVITATIONS
Should a student be invited to interview, it is professional courtesy to decline or accept the invitation. Students should not leave the invitation unanswered.

SCHEDULED INTERVIEWS
Keep all commitments for employment interviews. If you cannot attend the interview due to an emergency situation, notify The Career Center Recruiting staff by calling 404-727-6211 at the earliest possible moment. The Career Center adheres to a Zero Tolerance Policy for students who fail to show for a scheduled interview on campus. See the Guidelines for Canceling an Interview and No-Show Policy below for details.

The Emory University Career Center offers students an expansive and professional Recruiting/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 other students from using that interview time slot, and significantly diminishes an alternate candidate’s chance to interview. In addition, it wastes corporate dollars and the recruiters’ time. No-shows can also damage Emory’s relationship with organizations, causing them to terminate recruitment altogether in the future.

Guidelines for Canceling an Interview:
Students may cancel an interview without penalty by removing his/her name from an interview schedule via Eagle Ops up until 11:59 pm TWO FULL BUSINESS days prior to the interview date. For example, if the interview date is the 20th of the month, you must cancel by 11:59 on the 17th of the month.

Once the 2-day deadline has passed and the schedule has closed, students are not permitted to cancel an interview or change an interview time slot via Eagle Ops.

In this event, students must call The Career Center (not the employer) to cancel the interview. Please contact the Associate Director of Employer and Alumni Relations or the Recruiting Coordinator as soon as possible at 404-727-6211.

Please note: Cancelations made within 2 days of the interview date are considered a late cancellation and students will be penalized as outlined in the Zero Tolerance No-Show Policy below.

Zero Tolerance No-Show Policy:
The no-show policy is designed to ensure that students meet the recruitment commitments confirmed through Eagle Ops. If a student misses an interview, s/he may be suspended from further interviewing. Depending on the reason, this suspension may be either temporary or permanent. Students are considered a “no-show” if they:
- Cancel a scheduled interview less than 2 business days before the interview
- Do not show for a scheduled interview with an employer

Regardless of reason, if a student violates the No-Show Policy, The Career Center will immediately inactivate the student’s Eagle Ops account. The student will receive an email from the Recruiting Coordinator containing notification of the inactivation of his/her Eagle Ops account and instructions on resolving the no-show issue. These tasks will need to be completed within 3 business days of receipt of the email.
In the case of a second violation of Emory’s No-Show Policy:
If a student fails to submit an apology letter or if a student violates the no-show policy a second time, on-campus interviewing privileges will be revoked, and the student’s Eagle Ops account will be terminated. Requests for reinstatement will be at the discretion of the Executive Director. In addition, the following actions may also result in permanent loss of interviewing privileges with The Career Center:

- 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

Offers/Rejections

*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.

*Claim fair reimbursement.* If an employer has agreed to reimburse you for expenses you incur in its recruitment process, your request should be only for reasonable and legitimate expenses.

Position Acceptance Policy

Accepting a job offer is a professional commitment. 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.

*Students are required to withdraw from recruiting when the job search is completed.* Once a student has accepted a job offer, whether via on-campus recruiting or in an independent job search, or has decided that full-time graduate or professional studies are the next step after graduation, notify the Career Center staff. You must report your Salary & Hiring information to The Career Center and withdraw applications and resumes to all other employers and positions to which you have applied *immediately.* Applicants should also inform employers that are considering hiring them for a job that they are no longer interested in the opportunity. Adherence to these business etiquette guidelines is expected. Please ask for a sample rejection letter if this applies.

Reneging Offers

Reneging on an offer is a serious violation of The Career Center’s policy, and will result in immediate suspension of all recruiting privileges. Future recruiting privileges will be determined after this meeting with appropriate staff at The Career Center.

Students should make sure they have all the information needed from the company making the offer, as well as from the other companies with which they interviewed. The Career Center Recruiting staff is available to help students weigh options and offers.