The Career Management Center Code of Ethics

Finding a meaningful career after graduation is a top priority for college students. To aid in this process, the Career Management Center has developed programs and services for students within the Naveen Jindal School of Management. In order for these programs to be successful, everyone must work together and follow our Code of Ethics.

The Career Management Center Code of Ethics is based upon those developed by the National Association of Colleges and Employers (NACE). For more information, please visit www.naceweb.org/playing_fair/.

The CMC Code

The Career Management Center (CMC) in the Naveen Jindal School of Management at The University of Texas at Dallas asks students seeking career services to conduct themselves in an ethical manner reflecting the policies and expectations set by the University. The CMC’s Code of Ethics provides a framework for developing and maintaining professional relationships with employers, CMC staff, and classmates. Failure to uphold this code may result in a loss of CMC privileges.

Student Responsibilities

- Fulfill all promises and obligations.
  Appear for all interviews, on campus and elsewhere, unless unforeseeable events prevent you from doing so. If an emergency warrants your absence, please notify the CMC at the earliest possible time. If you do not promptly notify the other party regarding the reasons for your absence, the lack of personal accountability reflects poorly on both you as well as the Jindal School of Management as a whole.

- Provide truthful and up to date information on your resume and application.
  Misrepresenting yourself on a resume reflects poorly on your character, as well as the Naveen Jindal School of Management. A misrepresentation can result in loss of an offer or termination from a job.

- Dress and conduct yourself in a professional manner.

- Meet all online application deadlines for submitting resumes and selecting interview timeslots.

- Respond appropriately and in a timely manner to communication from the CMC and employers.

- Be prepared for all recruiting events you attend including career counseling appointments, information sessions, and interviews. Conduct extensive research about the industry, company, position, and yourself prior to an interview. Inadequate preparation is disrespectful to the employer and other students who are participating in the event. Being prepared also means arriving on time, dressing appropriately, and turning your cell phone off during a workshop, networking event, or interview.

- Respect employers, CMC staff, and classmates.

- Interview genuinely.
  Interview only with employers you are sincerely interested in working for and whose eligibility requirements you meet. Falsifying qualifications or academic standings to secure an interview and/or using employment interviews for practice are considered unethical.
• Treat offers of employment appropriately.
   During the job interview process, you may receive more than one offer of employment. You must respond to
   every offer of employment, whether you accept or reject it. Accepting multiple offers of employment is
   unethical and can permanently damage UTD’s relationship with the employer. The acceptance of an offer is a
   contract and failure to honor that contract can result in a loss of CMC privileges. This policy also includes
   verbal acceptances. U.S. citizens and permanent residents can accept a job verbally without signing a contract.
   A verbal acceptance is binding and failure to honor that contract is unethical.

• Notify employers promptly regarding your decision.
   Communicate your acceptance or rejection to employers as promptly as possible so they can notify other
   candidates that they are still being considered or that the position is filled.

• Withdraw from recruiting when your job search is completed.
   If you accept an offer or decide to pursue full-time graduate or professional studies, notify the CMC and
   withdraw from the on-campus recruiting process immediately. Also notify employers who are actively
   considering you for a job know that you are now unavailable.

• Report your employment status.
   Please complete the Graduating Student Survey with accurate employment information. Individual salary and
   offer data provided by students is not released, but the aggregate results are critical to current and prospective
   students, employers, and administrators. The Naveen Jindal School of Management uses the information for
   reporting purposes regarding business school rankings.

• Uphold ethical guidelines for employers.
   The CMC adheres to the National Association of Colleges and Employers (NACE) Principles for Professional
   Conduct. These guidelines address the issues of offer timelines, exploding offers and bonuses, and other
   aspects of recruiting within the university environment. For more information, please visit the NACE website
   at: http://www.naceweb.org/principles/?referal=knowledgecenter&menuID=203&nodetype=4

• Notify the CMC immediately if you encounter questionable practices or irregularities in the employment
   process.

CMC Policies

• Class Attendance Policy
   It is the policy of the CMC that classes and academic success come first in the lives of students. When
   scheduling interviews and career coaching appointments, please make every attempt to schedule at times that
   do not conflict with classes.

• “No Show” Policy
   o For Appointments:
     If you miss a scheduled appointment without a prior cancellation notice, you should contact the
     CMC office within 24 hours via email or phone. You must email an apology note to the CMC staff
     member you were scheduled to meet with before you can schedule another appointment. If you
     acquire 3 “no shows” during the same semester without contacting the CMC, you will lose access to
     CareerWorks and CMC programs for the remainder of the semester.
For Interviews or Mock Interviews:
A scheduled interview is a professional commitment. Missed interviews are a hindrance to your success and leave a negative impact on the Jindal School of Management. You must contact the CMC 48 hours in advance if you must cancel an interview.
- Implications:
  - The CMC will immediately inactivate your access to CareerWorks.
  - After the first missed interview, interviewing privileges will be suspended and access to CareerWorks will be deactivated until you email a draft copy of an apology letter for initial review to the CMC.
  - Upon approval of a final copy of the letter, it should be emailed to the employer and carbon copied to the appropriate CMC staff member. At that point, access to CareerWorks will be reactivated.
  - Should you miss a second interview, your use of CareerWorks will be deactivated until you make an appointment to speak with the Assistant Dean of the CMC.
- If a “no show” was due to unforeseen and unavoidable circumstances, please contact the CMC at (972) 883-6916.

Policy on Accepting Job Offers and Continuing to Search for Internships or Jobs
It is poor professional form to continue a job search after you accept a job or internship offer. Acceptance of a job offer or internship constitutes ceasing all job searching activities including resume submission, further interviewing, etc. When an offer is accepted, you must immediately contact all companies with which you have an application in process to withdraw from further consideration. The CMC is committed and available to advise students as it relates to issues of job search.

Employers take a very harsh view of a student who accepts a position and later declines. This action is referred to as “reneging.” Reneging can severely damage your reputation and the Jindal School of Management’s reputation. Reneging also has negative implications on the University’s relations with the employer and can affect opportunities for other UTD students. You can avoid a reneging situation by carefully planning and managing your entire job search process:
- A job or internship acceptance is a major commitment to your new employer. When accepting an offer of employment, you must have every intention of honoring that commitment.
- If you are not prepared to work for the company who makes you the offer, respectfully decline the offer in writing in a timely manner and continue your job search.
- As soon as you accept a position, you need to cancel all other interviews you have scheduled. It is inappropriate to continue discussions with other potential employers once you have accepted an offer.
- If you accept a Teaching Assistant (TA) or Research Assistant (RA) position within UTD, you cannot have an internship at the same time. Therefore, you must withdraw from the job searching process.
- If you accept admission to a graduate or professional school, or other post-graduate career opportunity, you must withdraw from the job recruiting process immediately if that academic program would interfere with work.

For questions or concerns, contact the Career Management Center:

Telephone: (972) 883-6916
Email: jindal.career@utdallas.edu
Website: jindal.utdallas.edu/career