

eRecruiting User Agreement/Code of Conduct for On- and Off-campus Networking and Interviewing



Office of Career Development

Vassar College

By completing my registration for the Vassar College eRecruiting system, I understand that I am solely responsible for the accuracy and contents of my resume and student profile information. The information I have submitted (including future submissions) to the Career Development Office at Vassar College is a truthful and accurate representation of my accomplishments, employment and academic record to the best of my knowledge.

It is my understanding that my resume will be removed from the Vassar College eRecruiting database two (2) years after my graduation, unless I choose to remove it sooner.

If I choose to interview on campus, I agree to follow the guidelines outlined below.

Guidelines for Ethical and Professional Behavior

- **Representation.** As a Vassar student, you not only represent yourself but also the College in your interactions with employers and networking contacts. You must not falsify any information in your resume, cover letter, transcript, writing sample, list of references, or any other document provided to an employer, graduate school, or networking contact. You are also expected to be honest during interviews and any salary negotiation.
- **Networking.** Connecting with Vassar alumni and parents, as well as other professionals, who work in fields or attend schools in which you might be interested is one of the best ways to gather valuable information and make useful contacts in a low-stress situation. The same rules of ethical behavior apply to networking as to employment/ graduate school interviews; in particular, you must never directly ask a networking contact for an internship or job.
- **Interview Cancellations and No-Shows.** If you are granted an interview by an employer, and subsequently accept it, you are expected to attend. If you need to cancel the interview, you must notify the Employer Relations Coordinator by telephone (845-437-5285) at least 48 business hours prior to your interview time. Any student who fails to give at least 48 business hours notice, or who does not show up for the interview, will immediately have their access to employer connections through the CDO revoked. You can be reinstated only after the following actions are taken and at the CDO's discretion:
 - 1) You meet with Employer Relations Coordinator to discuss the reason for missing your interview and, at the same time, provide a signed letter of apology (along with an addressed, stamped envelope) written to the employer. The CDO will send the letter on your behalf.
 - 2) The Employer Relations Coordinator determines that there was an acceptable reason for canceling or not showing up for the interview. If you fail to show up a second time, you will be suspended from online application submissions and on-campus interviews with no reinstatement possible.
- **Employment Offers.** Once you have accepted an employment offer, you are no longer eligible to continue to apply for positions or to interview through the CDO. Previously scheduled interviews must be cancelled. Any student who continues to interview after accepting a job offer will be immediately suspended from CDO employment programs.

Due to the volume of jobs received by the CDO, we are unable to research the integrity of each organization or person that lists a job with us. Therefore, you are urged to undertake this responsibility for yourself. Use caution and common sense when applying to any position with any organization. If you have any questions, please contact the Career Development Office.