



# University of Pittsburgh

*Division of Student Affairs*

*Office of Career Development and Placement Assistance*

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## **Career Development and Placement Assistance Student Interview and Job Policies**

The Office of Career Development and Placement Assistance (CDPA) requires students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the Student Code of Conduct put forth by the University of Pittsburgh.

### **1. Non-Discrimination Policy**

It is the University of Pittsburgh's policy to admit qualified students and administer all educational, athletic, financial, and employment activities without discrimination based on race, color, gender, national origin, religion, age, sexual orientation, disability, or any other status protected by applicable federal, state, or local law unless allowed by law and deemed necessary to the administration of the college's educational programs or operations. The Office of Career Development and Placement Assistance expects that any employer or third-party organization representing an employer that posts a position through *FutureLinks*, or uses the University's facilities for the purpose of recruiting for full-time, part-time, temporary, or internship positions, adheres to this policy and complies with federal and state equal employment opportunity laws in its recruiting and hiring.

### **2. Student Recruiting Policies, Commitments, and Obligations**

The Office of Career Development and Placement Assistance would like students to understand and adhere to the National Association of Colleges and Employers (NACE) position on your Rights and Responsibilities as a Job Seeker.

If a student has arranged a meeting, phone call, Skype session, or interview with an employer, CDPA expects the student to honor these commitments by being prepared, professional, and on time. If an employer requests additional information such as transcripts or test scores, candidate presence at a function or scheduling second-round interviews, CDPA expects that a student will honor all reasonable requests to the best of their ability and in a timely fashion.

#### **A. Misrepresentation**

Falsifying data such as your GPA, dates of graduation, major/minor, work experience eligibility to work in the United States, or other information on your resume, job application, or speaking with a recruiter is unethical. If you falsify documents or misrepresent yourself to any employer, whether through CDPA sponsored recruiting events or in your independent job search, the Office of Career Development and Placement Assistance has the right to revoke your privileges of services provided. In addition, employers have the right to rescind an offer for employment for misrepresentation.

## **B. Canceling an Interview**

CDPA requires that all students cancel interviews in advance if they cannot keep an interview appointment. Failing to show or cancelling last minute (less than 24 hour notice) for an interview has a negative impact on your reputation as a student and professional. Furthermore, your actions reflect poorly on the University of Pittsburgh. Not only do you inconvenience the employer, but you may also deprive another student of a valuable interview opportunity. These situations can also negatively impact the relationship between the University and the hiring organization.

### **i. Cancellation Policy for On-Campus Interviews**

Cancellations must be done a *minimum* of 24 hours prior to the interview. You are able to cancel your scheduled interview through *FutureLinks* as long as the sign-up period is still valid. Please note that sign-up periods vary with employers. If the sign-up period has already ended and there is no option to cancel in *FutureLinks*, you must immediately contact the On-Campus Recruitment Coordinator directly at 412-648-7129. It is also strongly encouraged to call the CDPA main office at 412-383-HIRE. In your message you will need to provide your name, the company name, date of interview, and time of interview. Contacting or leaving messages at both avenues will assure that the message will be received.

### **ii. Cancellation Policy for Off-Campus Interviews**

Cancellations must be done a minimum of 24 hours prior to the interview. Since the interview was set up independently and outside of *FutureLinks*, it is best to contact the recruiter or representative directly.

## **C. Event RSVP No-Show Policy**

Students are considered "no-shows" when they fail to cancel their RSVPs through FutureLinks with sufficient notice (within 24 hours of the program or interview). Failure to attend events for which students have submitted RSVPs will result in a suspension of all FutureLinks privileges, including On-Campus Interviews and job postings. Please refer to section three (3) for more information on violation repercussions. In the event of an emergency, students are expected to contact CDPA immediately at 412-383-HIRE or [careers@pitt.edu](mailto:careers@pitt.edu).

Why we need a no-show/cancellation policy for events: Please note that when participants no-show for events that require an RSVP, it is unfair to potential participants who wanted to attend but couldn't due to a possible waitlist. In addition, for some events (not all) we have employers and organizers who participate and they are giving their time to assist University of Pittsburgh students/alumni. Thus, having no-shows for RSVP events not only reflects negatively on you, but on University of Pittsburgh as well. Moreover, such lapses of etiquette are generally not tolerated in business and civic settings.

## **D. Student Job and Internship Offer Policy**

The intention of the student job and internship offer policy is to allow students ample time to carefully consider all of their employment options and to make informed decisions about their employment and career path. We educate students on evaluating and carefully considering job offers and discourage them from hasty decisions that may lead to renegeing, which we strongly disapprove. Students have a minimum of three (3) weeks to notify the employer of acceptance or rejection of the job or internship offer made.

### **i. Renegeing on an Employment Offer**

*re-nege [ri-nig] verb, to go back on one's word*

A job or internship acceptance is a major commitment to your new employer. You should only make this type of commitment if you intend to honor it. Any student who has renegeed on the acceptance of an offer will be immediately banned from all recruiting activities on-campus and services provided by the Office of Career Development and Placement Assistance. As soon as you accept a position, you are no longer eligible to apply for additional positions. You will need to cancel all other interviews that are previously scheduled. It is inappropriate and unprofessional to continue discussions with other potential employers once you have accepted an offer in hopes of “finding something better”. If there are any special circumstances surrounding your decision to accept or decline an employment offer, such as the need for more time to make a decision, we strongly recommend that you contact us for assistance with your decision-making process.

Renegeing can severely damage your reputation, not only in the short-term, but also for the duration of your career. Renegeing also has negative implications on the University's partnerships with employers and can affect opportunities for other Pitt students. You can avoid a renegeing situation by carefully planning and managing your entire job search process.

### **3. Violation of Policies**

Students who violate the above policies will be suspended from *FutureLinks* and all upcoming sponsored events with the Office of Career Development and Placement Assistance, including previously scheduled on-campus interviews and company site visits. To be reinstated, the student will need to:

#### *First Offense:*

- Provide CDPA a detailed, professional electronic letter of apology. This email will be forwarded to the employer. Contacting the employer directly will not be grounds for reinstatement – it must go through CDPA. Electronic letters can be sent to the On-Campus Recruitment Coordinator at dep63@pitt.edu.

#### *Second Offense*

- Provide CDPA a detailed, professional electronic letter of apology (same as first offense).
- Meet with the Assistant Director of Employer Relations

*Repeat offenders will lose privileges permanently.*