



## Professional Etiquette Policies for CAREER SERVICES EVENTS

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As a representative of the University of Denver, you are expected to conduct yourself in a professional manner, aligning with the policies and expectations put forth by the University in its Honor Code and Student Conduct Policies and Procedures. The Daniels College of Business takes this seriously and expects you to, as well.

This includes **all career services events** for which you register in Pioneer Careers, but is not limited to:

- Employer Information Sessions
- Workshops
- Training Sessions
- Career Development Events
- Career Fairs
- Meetups
- Networking Events
- Professional Mentorship Program Meetings

### You are expected to:

- Register for career services events in Pioneer Careers by the registration deadline
- Attend all events for which you are registered
- Cancel registration at least 24 hours prior to an event if you can no longer attend
- Arrive on time to check in and get settled
- Actively participate and limit use of cell phones and laptops

### Consequences of not meeting expectations:

- If you do not register in advance, you are not guaranteed a seat
- Late arrivals will not be guaranteed a seat

## NO-SHOW POLICY

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Students who do not attend, and do not cancel at least 24 hours in advance of Career Services Events, Career Advising Appointments, or On-Campus Recruiting, will be reported as a no-show. Cancellations made less than 24 hours prior to an event or appointment will be considered no-shows. Late arrivals (15 minutes or more) will be considered a no-show.

**1<sup>st</sup> Offense:** You will receive a warning.

**2<sup>nd</sup> Offense:** You will be blocked from using Pioneer Careers for 30 days and will not be permitted to register for events, schedule career advising appointments, or participate in on-campus recruiting activities.

For permissions to be reinstated prior to the 30-day period, you may write an email of apology to the event host/presenter, career advisor, or employer/recruiter. You must copy [danielscareers@du.edu](mailto:danielscareers@du.edu) on the email.



## Professional Etiquette Policies for CAREER ADVISING APPOINTMENTS

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### You are expected to:

- Schedule appointments in Pioneer Careers, or call Daniels Career Services directly
- Attend all scheduled appointments
- Cancel your appointment at least 24 hours prior if you can no longer attend
- Arrive on time
- Come prepared to actively participate
- Upload any documents for review (ie. resumes, cover letters, etc.) to the appointment when you schedule through Pioneer Careers
- Treat career advisors with the same professionalism as you would an employer

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## Professional Etiquette Policies for ON-CAMPUS RECRUITING

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This includes all recruiting events for which you register in Pioneer Careers, but is not limited to:

- Scheduled meetings or appointments with employers
- On-campus interviews

### You are expected to:

- Schedule interviews in Pioneer Careers, or call Daniels Career Services directly
- Attend all scheduled interviews
- Cancel your interview at least 24 hours prior if you can no longer attend
- Arrive on time and dress appropriately (most often, business professional)

### Consequences of not meeting expectations:

- If you do not register in advance, you are not guaranteed an opportunity to participate
- Late arrivals will not be guaranteed an opportunity to participate

## NO-SHOW POLICY

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## Professional Etiquette Policies for INTERNSHIP/JOB OFFERS

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When accepting an offer of full-time employment or an internship (either paid or unpaid), you should have every intention of honoring that commitment. **If you accept an offer** of employment, admission to a graduate or professional school, or other post-graduate career opportunity, **you should withdraw from the recruiting process for other opportunities immediately.**

This includes but is not limited to:

- Not applying to future job postings
- Declining all future interview invitations
- Canceling any active applications
- Contacting all recruiters to inform them of your wish to be removed from the interviewing and recruitment process (*this includes all scheduled interviews*).