

Ethical Internship and Job Search Policies

Daniels Career Services at the University of Denver requires students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the policies and expectations put forth by the University of Denver in its Honor Code and Student Conduct Policies and Procedures. Daniels Career Services takes this issue seriously and requires all students who use its services to sign a contract that outlines expectations and consequences.

Policies and Procedures for an Ethical Internship and Job Search

Daniels College of Business Students will:

1) Attend all meetings, interviews, and other job-related commitments and obligations:

Coaching Appointments:

- Students are expected to honor all scheduled coaching appointments by being on time and prepared. Students more than 10 minutes late for an appointment, and who have not notified Daniels Career Services, will be asked to reschedule.
- Students who are late/miss two appointments will not be permitted to schedule an appointment for 30 days.
- If a student cannot make a scheduled coaching appointment, he/she is required to notify Daniels Career Services 24 hours in advance.

Interviews:

- Students will honor all interview commitments by being on time, prepared, and professional in their actions. Students not honoring an interview commitment will be considered a No-Show (see No-Show policy details).

- Canceling an on-campus interview must be done before the interview schedule "Sign-Up End Date" on the Pioneer Careers system - typically 48-72 hours before the interview (or more - check on Pioneer Careers). If a student cancels after an interview schedule closes, and does not attend the interview, that student will be considered a No-Show. Notifying the employer after the close date does not exempt you from this policy - please call Daniels Career Services at 303.871.4722 if you have an issue with a scheduled interview.
- Canceling an on-campus interview due to your attendance at an on-site/final round interview should be done 48 hours prior to the on-campus interview by contacting the company contact and Daniels Career Services. Failure to do so will result in the student being considered a No-Show for the on-campus interview.
- Canceling an on-site/final round interview must be done 72 hours prior to the visit (not including weekends) by **calling and emailing** the company contact person. This allows companies to fill the interview slot with another candidate. Canceling after the 72 hour window has passed and not attending the on-site interview will result in the student being considered a No-Show.

Commitments and Obligations:

- If a student has arranged a meeting or phone call with an employer, Daniels Career Services expects the student to honor these commitments by being prepared, professional, and on time.
- If an employer has requested information, presence at a function, an answer to an offer, etc., Daniels Career Services expects that a student will honor all reasonable requests to the best of their ability and in a timely fashion.

2) Represent Oneself Professionally in all Recruiting Practices:

The following are practices which should be followed as students begin the job search process:

- Provide accurate information on a resume and in answers to interview questions regarding academic background, GPA, work history, activities, and other qualifications.
- Apply for interviews only when genuinely interested in the company and the position.
- Meet all online application deadlines for submitting resumes and obtaining interview times.
- Conduct extensive research about yourself, the industry, the company, and the position prior to your interviews.
- Attend information sessions sponsored by employers as your schedule permits.
- Dress and conduct oneself in a professional manner befitting a Daniels College of Business student.

3) Act Ethically When Accepting Offers of Employment:

- When accepting an offer of full-time employment or an internship (either paid or unpaid), one must have every intention of honoring that commitment. If a student accepts an offer of employment, admission to a graduate or professional school, or other post-graduate career opportunity, he/she must withdraw from the recruiting process **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).
- Students who renege on an offer of employment will face disciplinary action and may be referred to the Student Life division. The relevant dean will be made aware of any student who has reneged on an offer of employment. If you feel a company has not provided you enough time to accept an offer of employment (please see the Daniels Career Services

Employment Offer Policy for employer guidelines), please contact Daniels Career Services immediately. If it is determined a student reneged on a full-time job offer or an internship, the student will be deactivated from Pioneer Careers and the case will be referred to the Student Life division.

Daniels Career Services No-Show Policy

- Students who fail to attend a scheduled interview or fail to cancel an interview within the timeline parameters stated in the Ethical Job Search Contract will be considered a No-Show for that interview. The following details the steps Daniels Career Services will take, student obligations, and potential consequences. Please note that until a final decision is made concerning your missed interview, students are expected to meet interview obligations for which you are already scheduled.
- If an employer reports a student as a No-Show for a scheduled interview, that student's Pioneer Careers account will be blocked immediately—thus preventing that student from applying to any jobs or signing up for any additional interviews (you will still be able to login). To be reinstated on the Pioneer Careers system, the student will need to:
 - Complete a Missed Interview Explanation Form (this will be emailed to the student).
 - Meet with a Daniels Career Services staff member to request reinstatement.
 - Write a letter of apology/explanation to the employer.
 - Bring the Missed Interview Explanation Form and apology letter or draft email to the scheduled meeting. If a letter, also bring an unsealed envelope pre-addressed to the employer (include postage).
- Daniels Career Services will review the Missed Interview Explanation Form and make its determination.
- The missed interview may be deemed an excused absence. An excused absence indicates a compelling reason for the absence (serious illness,

family emergency), and **documentation** of the emergency (e.g. note from Health and Counseling Center (HCC), resident director, resident assistant). If the missed interview is deemed an excused absence, the student will be reinstated on the Pioneers Careers system immediately.

- The missed interview may be deemed an unexcused absence. An unexcused absence may be an absence for a non-compelling reason (copied the wrong date or time, overslept, simply forgot about the interview), or it may be for a compelling reason but no corroborating evidence was provided.
- First Offense: The first unexcused missed interview will result in **loss of application/scheduling privileges for seven calendar days**. During this period, one's Pioneers Careers account will be deactivated, preventing one from applying for positions or responding to companies who extend offers for interviews. Students will be expected to meet interview obligations previously scheduled prior to account deactivation.
- Second Offense: The second unexcused absence will result in **permanent suspension** from all on campus recruiting activities for the remainder of the academic year.

Daniels Career Services Employment Offer Policy

Daniels Career Services at the University of Denver requires students to sign a contract of job search ethics prior to utilizing any career services or resources. Students are penalized for missing interviews, canceling appointments, etc. Daniels Career Services enforces a zero tolerance policy for students who renege on offers of employment or who conduct themselves unethically during their search. In return, Daniels Career Services asks employers to:

- Provide students a minimum of three business days' notice for an off-campus interview. This allows students to make proper travel arrangements to avoid academic and other conflicts.
 - Provide fair and reasonable time periods for students to evaluate employment offers prior to making a decision that will affect their future careers and personal lives.
 - Uphold job offers. Rescinding an offer means the student must restart their job search, often after declining other offers.
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Fall Job Offer Policy (for full-time offers)

For students who have completed an internship with your firm/company:

- Graduating students who have completed an internship with your firm will be given until at least October 27, 2017 to make a decision.

For students who have not completed an internship with your firm/company:

- Students receiving full-time employment offers before November 10, 2017 will be given until November 24, 2017 to make a decision.
 - Students receiving full-time employment offers before November 10, 2017 will be given until November 24, 2017 or two weeks from the date of the offer, whichever is later, to make a decision.
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Fall Internship Offer Policy (for summer internship offers)

For students who have completed a prior internship with your firm/company:

- Any student receiving an additional internship offer after completing a prior internship with your firm or company will be given until December 1st to make a decision.

For students who have not completed an internship with your firm/company:

- Students receiving internship offers before November 10, 2017 as a result of on-campus recruiting will be given until November 24, 2017 or two weeks from the date of the offer, whichever is later, to make a decision.
 - All other internship offers given during the Fall will not expire until December 22, 2017 or two weeks from the date of the offer, whichever is later.
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Spring Job Offer Policy (for full-time offers)

Students receiving offers of full time employment during the winter and spring quarters will be given two weeks from the date of the offer to make a decision.

Spring Internship Offer Policy (for summer internship offers)

Students receiving an internship offer during the winter and spring quarters will be given until March 1, 2018 or two weeks from the date of the offer, whichever is later, to make a decision.