

On-Campus Interview Policies and Procedures

The guidelines set forth in these documents are designed to define the roles and responsibilities of all parties involved in the recruitment process: Students, Employers and The Office of Career Development staff.

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Students' Responsibilities [\(top\)](#)

Participation in the on-campus recruiting program is a privilege and comes with certain ethical expectations and responsibilities listed below. On-campus recruiting includes both employers who interview on campus as well as those who recruit through the Office of Career Development but hold interviews off-site.

Eligibility for On-Campus Interviews. To participate in On-Campus Interviews, you must be physically present on-campus. Should you be pre-selected and are unable to be physically present on the date and time of the interview, please contact the Office of Career Development immediately. We will advocate on your behalf with the organization as to their preferred alternate interviewing policy. The Office of Career Services reserves the right to remove you from the interview schedule should you fail to comply with the policy.

Provide accurate information. You are responsible for providing accurate information about your academic background and work history, including courses taken, grades, positions held, and duties performed. However, you may refuse to provide an employer with specific information about any job offers you may have received from other employers. You do not have to provide specific information about the names of the organizations or salary. Instead, you may give broad responses to such questions, naming types of employers industries and general salary ranges rather than specific salary amounts.

Misrepresentation. If a student falsifies a resume or an employment application/document or misrepresent him/herself to any employer, whether via on-campus programs or in an independent job search, the student may be subject to University judicial charges. The Office of Career Development may temporarily suspend a student's privileges to use all career services and programs. Employers have the

right to terminate a student's employment or withdraw a job offer for misrepresentation. In addition, if a student has already formally accepted an offer of employment from an organization, it is unethical for him/her to continue interviewing with other organizations and the same suspension of privileges may apply.

Interview genuinely. Interview only with employers you are sincerely interested in working for and whose eligibility requirements you meet. "Practice" interviewing is strongly discouraged, as it is both misleading and unethical. Besides, you may always practice your interviewing skills prior to your actual interview with Career Development staff. When you use a company as a "practice" interview you are misleading the recruiter and denying a person with a genuine interest the opportunity to interview.

On-Campus Interview Policies. Keep all commitments for employment interviews. If you cannot attend the interview due to an emergency situation, notify the Office of Career Development at the earliest possible moment.

The Office of Career Development adheres to a Zero Tolerance Policy for students who fail to show up for a scheduled interview with an employer or who fail to return phone calls to employers. See **Cancellation and No-Show Policy** below for details.

Inform employers about your decision to accept or reject an offer in a timely fashion.

Communicate your acceptance or refusal of a job offer to employers as promptly as possible, so they can notify other candidates that they are still being considered or that the position is filled. The Office of Career Development asks students to notify employers within 1 week of their decision to accept or reject an offer.

Claim fair reimbursement. If an employer has agreed to reimburse you for expenses you incur in its recruitment process, your request should be only for reasonable and legitimate expenses.

Obtain the career information you need to make an informed choice about your future. It is your responsibility to look into career opportunities and the organizations that offer them, as well as acquire any other relevant information that might influence your decision about an employer.

Position Acceptance Policy (top)

Withdraw from recruiting when your job search is completed. Once a student has accepted a job offer, whether via on-campus recruiting or in an independent job search, or has decided that full-time graduate or professional studies are for you, notify the Office of Career Development staff immediately. You must report also your Salary & Hiring information by completing a Graduation Information Form at the time of graduation or upon accepting a position if after graduation. You should also withdraw applications and resumes to all other employers and positions to which you have applied within a week. You should also

inform employers that are considering hiring you for a job that you no longer interested in the opportunity. Adherence to these business etiquette guidelines is expected.

Accept a job offer in good faith. Accepting a job offer is a professional commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

Reneging on an offer is a serious violation of The Office of Career Development's policy, and will result in immediate suspension of **all** recruiting privileges. You will be required to meet with the Associate Director of Career Development and future recruiting privileges will be determined after this meeting.

To help you in your decision, make sure you have all the information you need from the company making the offer, as well as from the other companies with which you interviewed. If you find yourself in a difficult situation, please meet with the of Career Development staff before you make your decision.

Phone Call and Interview Cancellation and No-Show Policy (top)

The Office of Career Development's offers students the opportunity to engage in On-Campus Recruiting Presentations and Interviewing. When students fail to return calls from an employer or show up for scheduled interviews with employers, they damage the Recruiting Program, and the reputation of the school. Missed interviews and unreturned calls also jeopardize the job search of fellow RSPH students. Reserving a time slot and then failing to attend the interview prohibits other students from using that interview time slot, and significantly diminishes an alternate candidate's chance to interview. Such behavior reflects poorly on all of RSPH. It not only wastes corporate dollars and the recruiters' time, but it can also cause employers to suspend recruiting at RSPH altogether. It can also compromise RSPH's relationship with the employer regarding research and related activities. Therefore, it is critical when a student signs up for an interview that he/she follows through on the commitment. If students are unable to keep the scheduled interview due to an emergency, the appropriate steps must be taken to avoid penalty. Failing to follow these guidelines may result in suspension of on-campus recruitment privileges, including access to Handshake, with the Office of Career Development.

Canceling an Interview:

Students may cancel an interview by removing his/her name from an interview schedule at least 72 hours prior to the interview date by contacting the Office of Career Development at rsphcareerdev@emory.edu.

Once the 72-hour deadline has passed, students must call The Office of Career Development to cancel the interview as soon as possible at 404-727-9957. Please note that cancellations made within 72 hours of the interview date are considered unexcused absences, and students will be penalized as outlined in the No-Show Policy below.

No-Show Policy:

The no-show policy is designed to ensure that students meet the recruitment commitments they make through the Office of Career Development. If you miss an interview, you may be suspended from further interviewing. Depending on the reason, this suspension may be either temporary or permanent. Students will be considered a “no-show” if they:

- Cancel a scheduled interview less than 72 hours before the interview.
- Do not show up for a scheduled interview with an employer.

If a student violates the No-Show Policy as stated above, The Office of Career Development will contact the student via e-mail notifying them of the missed interview on the date of the interview. The email will contain instructions on resolving the no-show issue, including a Missed Interview Explanation form and sample Letter of Apology. Apology letters will need to be addressed to the organization. The name and title of the recruiter will be provided in the email. You will need to schedule an appointment with the Director of Career Services and submit the following items *within 48 hours of the missed interview*:

- Completed **Missed Interview Explanation Form** explaining the reason for missing the interview. Inclusion of some type of corroborating evidence of the problem will assist the staff member in making a decision (e.g. note from University Health Services, rector, resident assistant).
- Bring a **Letter of Apology** and explanation to the employer, along with a stamped envelope. After the apology is approved, the Office of Career Development will mail the letter to the employer.

Within 24 hours of meeting with the student, the Director will send an email describing your no-show status. Resolution will result in one of the following:

- No-show will be excused and noted.
- No-show will be unexcused and noted. On-Campus Interviewing privileges will be revoked and notification will also be sent to the student’s academic counselor.

In the case of a second violation of RSPH's No-Show Policy:

If a student fails to submit a Missed Interview Explanation Form and an apology letter or if a student violates the no-show policy a second time, On-Campus Interviewing privileges will be revoked. Requests for reinstatement will be at the discretion of the Director.

This policy is in place to protect the students of the Rollins School of Public Health. No-shows jeopardize the recruiting relationship RSPH has established with the employer, damage the university's reputation, and deny other students an opportunity to secure interviews.

The following actions may result in permanent loss of interviewing privileges with the Office of Career Development:

- Blatant disregard for policies and practices.
- Rude and unprofessional interview behavior.
- Failure to respond to no-show notification.
- Failure to complete no-show policy requirements.
- Missing a scheduled interview a second time (receiving a second no-show notification email).

Employers' Responsibilities (top)

Confidentiality. Employers are expected to maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. An employer should not disclose information about a student to another organization without their prior written consent, unless necessitated by health and/or safety considerations.

Accurate information. Employers are expected to provide accurate information about their organizations and employment opportunities. This includes, but is not limited to, positions available, responsibilities, career advancement opportunities, and benefits.

Time frame for accepting offers. Employers are expected to provide students with a reasonable amount of time to make a decision about accepting an employment offer. The Office of Career Development asks employers to allow students at least 1 week to make their decisions.

Timely communication. Employers are expected to inform students of their status in the hiring process, to communicate hiring decisions within the agreed upon time frame and notify students of any changes.

Fair treatment. If an employer is required to revoke a job offer that a student has accepted, because of changing conditions within the company, the student is entitled to a fair and equitable course of action. That action can include but is not limited to, financial assistance and outplacement service.

Testing information. Employers should inform students in advance of any testing, the purpose of the tests, and their policies regarding disclosure of test results.

Nondiscrimination. Employers are expected to avoid discrimination in their recruitment activities and to follow equal employment opportunity and affirmative action principles.

Reporting Salary / Hiring Information. The Office of Career Development requests employers to inform us of all offers of employment that are extended to students in order to ensure that we maintain accurate statistics regarding student employment. Organization's employment records are kept strictly confidential and used only for statistical purposes.