

The Union College recruiting program is a valuable service for both students and employers. The Recruitment Program is administered by the Becker Career Center Employer Relations staff and is conducted during all terms. Students and employers participating in the campus recruiting program are expected to conduct themselves professionally, act in good faith, and adhere to the Becker Career Center guidelines regarding interviews and full-time post-graduate and internship employment offers. These guidelines are in place to ensure the integrity of the program for all participants.

## **Accuracy of Information**

All information you submit to the Career Center or directly to an employer must be accurate. In addition to concerns of ethics and integrity, many employers verify information submitted by candidates for employment. Discrepancies in information have resulted in the withdrawal of job/internship offers, as well as termination of new hire employees following the discovery of a discrepancy.

Any situation of falsified information on your resume, cover letter, HireU profile, employer application or other job/intern candidate documentation may result in suspension from the Career Center's recruiting program.

## **Interviews**

Student candidates are expected to attend all scheduled interviews. Candidates should dress professionally (i.e., a suit) and arrive at the Becker Career Center (or other predetermined interview location) **15 minutes prior** to the scheduled interview time.

## **Late Arrival**

If a candidate is late for an interview, it will be at the discretion of the employer as to whether the interview still will be conducted.

## **Cancellations**

Cancellations are prohibited without sufficient notice. If extenuating circumstances result in cancelling an interview, you must notify Rochelle Caruso (carusor@union.edu or 518.388.6726) a **minimum of 48 hours** before your scheduled interview. If you are unable to provide 48 hours notice, you will be suspended from the campus recruiting program until you schedule a time to speak with Rochelle Caruso, the Senior Associate Director of Employer Relations.

Please **DO NOT CANCEL** any first round interviews to conduct a second round interview. We encourage employers to work with you to make alternate scheduling arrangements for second round interviews, if necessary. Contact Rochelle Caruso (carusor@union.edu or 518.388.6726) to discuss your situation.

## **No Show**

Any student who fails to provide advance notice or does not show up for an interview will be suspended from the campus recruiting program until they schedule a time to speak with Rochelle Caruso, the Senior Associate Director of Employer Relations. Students also must send a letter of apology to the employer and provide a copy of the letter to the Becker Career Center.

## **Employment Offers**

Employers are expected to allow students to participate in the full term of recruitment activities.

### **Post-Graduate Full-Time Offers**

If employers make offers at the end of the summer to interns returning to Union for senior year, it is recommended that students are given until November 1st to make a decision. We recommend that employers who make offers during fall recruitment allow students until December 1st to make a decision.

For offers made on or after December 1st, we recommend that candidates be given a **minimum of 30 days** to make a decision.

### **Internship Offers**

It is recommended that employers who make offers for internship positions give student candidates a **minimum of 30 days** to make a decision.

## **Accepting Offers**

*Once an employment offer has been accepted (internship or post-graduate), students are no longer eligible to apply or interview for any positions.* Students must withdraw all outstanding applications and cancel any scheduled interviews. Any student who reneges on the acceptance of an offer obtained through the campus recruiting program, which includes alumni and employer contacts, will be immediately suspended from all recruitment activities provided by the Becker Career Center for the remainder of the recruiting term. Students must meet with a member of the Becker Career Center Employer Relations team to be considered for reinstatement and access to the recruiting program.

Students who have difficulty making a decision or need more time to consider an offer are *strongly encouraged* to meet with a member of the Becker Career Center staff. The Becker Career Center encourages students to **explore ALL career and employment options** in order to secure a position for which they are well-suited.

## **Questions**

If you have any questions or concerns with these guidelines, please contact Rochelle Caruso, Senior Associate Director of Employer Relations in the Becker Career Center at 518.388.6726 or carusor@union.edu.