

Cornell Career Services is eager to support you throughout your job search. On-campus recruiting is one tool available to you for conducting a successful job search. You should understand that it is a privilege that carries with it certain expectations for your conduct. We expect you to learn how to use the recruiting software in an effective manner; portray all personal, work experience, and academic information accurately; prepare well for your interviews; respond to employers in a timely fashion; and seek our assistance when appropriate.

## ELIGIBILITY FOR ON-CAMPUS RECRUITING

We use a software system called CCNet to manage student communications and information, job postings, and on-campus recruiting. To submit resumes through CCNet to participate in on-campus recruiting, a student must:

- (1) Be a full-time matriculated student (i.e., earning a Cornell degree) living in Ithaca and taking classes on the Cornell campus during the semester(s) of participation in recruiting.
- (2) Be in good standing with Cornell Career Services, which includes accurately reporting information (on the student's profile in CCNet, etc.), conducting her/himself in a professional manner in all aspects of the recruiting process (from application through accepting), following interview cancellation procedures, etc.
- (3) Complete the online On-Campus Recruiting Tutorial at *career.cornell.edu... Jobs and Internships... CCNet Tutorials*.

In all cases, Career Services staff reserve the right to make determinations regarding student access and reinstatement of privileges (if applicable) to the Cornell interviewing process.

## Students Studying Away from Campus; Exchange Students

Students studying abroad, in New York City, Washington, DC, or other locations outside Ithaca are not eligible to submit resumes to on-campus recruiting schedules. Cornell Career Services encourages employers to set up special resume collections to receive applications from study-abroad/away students. If an employer does not set up a separate study-away job posting, students must contact the employer directly. If contact information is not listed in the job description, students should seek assistance from a career services staff member. Study-abroad/away students have full access to the large number of job postings submitted by employers who are not making on-campus visits.

Exchange students or students who are studying at Cornell but will not earn a Cornell degree may not submit resumes through CCNet or participate in on-campus recruiting.

## STUDENTS' RESPONSIBILITIES

Students are responsible for familiarizing themselves with the CCNet system and meeting all deadlines for on-campus recruiting events. Students should submit materials well before the deadlines to avoid encountering technical problems that may arise in submitting resumes and other application materials through CCNet. Under no circumstances are technical problems with one's own computer considered a valid reason for missing a resume-submission deadline.

If you encounter technical problems with the CCNet system on the day of an on-campus recruiting application deadline after Career Services offices have closed:

- (1) Continue trying to submit materials until the deadline (11:59 p.m. Eastern Time).
- (2) If still unable to submit, notify the career office hosting the visit (see list of contacts at end of document) of the problem by 10:00 a.m. the day after the application deadline. After verifying the system problem, the career office will facilitate communication with the employer to resolve problems.

## **THE INTERVIEW PROCESS**

It is essential that students manage interview schedules carefully to avoid conflicts with first- and second-round interviews, exams, etc. If you sign up for interviews with more than one employer on the same day, always try to avoid back-to-back interviews, whether they are held in the same office or in different offices. Otherwise, if your first interview is delayed, you may miss the opportunity to interview with the second employer. Career Services staff make every effort to help students who encounter difficulty with interview sign-ups, however it may not be possible to resolve all scheduling problems since interview spots are limited.

Approaching employers directly on the day of the interview with an interview request is not acceptable, and may result in forfeiture of a student's right to participate in on-campus recruiting. Check with the staff in the office where the employer is interviewing to learn about acceptable procedures to seek same-day interviews.

The following policies facilitate the interview process for students and employers.

### **First-Round Interviews: Cancellations and Consequences**

Assess carefully whether you want to interview with an employer who accepts you for an interview and sign up for an interview only if you would consider a job offer from that employer. If you change your mind after signing up for an interview, cancel it immediately according to the guidelines below so the interview slot will be available for another student.

Do not cancel first-round interviews to conduct second-round interviews. Employers are expected to offer alternate dates for second round interviews and to work with you to avoid conflicts with your other interviews. See a Career Services staff member if you need assistance.

#### **Interview cancellation policy:**

- If you elect to cancel an interview or cannot physically attend a scheduled interview, you must notify the career office where your interview is scheduled by phone or in person, by 10:00 a.m. of the business day **prior** to your interview. For example, to cancel a Wednesday interview, you must provide notice of cancellation by 10:00 a.m. on Tuesday. To cancel a Monday interview, you must provide notice by 10:00 a.m. on Friday.
- Notify **both** the employer and the Career Services office at which the interview will take place of your inability to attend the interview. Employers often do not inform Career Services of cancellations and your interview slot will not be available for another student.

#### **Consequences for failure to follow this policy:**

- If you do not appear for an interview, or if you cancel without sufficient notice as described above, you are considered a "no-show," and you will not be allowed to participate in on-campus recruiting until you speak with a Career Services staff member. The staff member will determine whether you can continue to participate. You will be required to submit a letter of apology to the recruiter, in accordance with the staff member's instructions.
- A second "no-show" will result in automatic forfeiture of the right to participate in Cornell recruiting activities.

### **Second-Round Interviews: Alternative Date and Notification**

For Fall 2010, employers may not conduct off-campus second-round interviews or other employer events until Friday, October 8. Second-round interviews may be held during Fall Break (October 11 and 12) if the employer has arranged this in advance with Career Services. For Spring 2011, employers may not hold off-campus second-round interviews until Friday, February 11. Employers must give a minimum of three business days' notice for an off-campus second-round interview; for example, notice on Thursday for a Wednesday interview.

In addition, employers are expected to offer an alternative date, without negative consequence, for a second-round interview if the date first suggested by the employer interferes with a student's first-round interview on campus, exam, or other valid conflict. If an employer does not make this offer initially, it is a student's right and responsibility to ask for an alternate date.

Cornell Career Services strongly encourages employers to offer second-round interviews on campus or on “Super Saturdays.” These may be held at any time during the semester. Employers must offer options for times of students’ on-campus second-round interviews so that students do not miss classes or first-round interviews.

Students **should not request** that employers offer second-round interviews that conflict with this policy, even if the date is convenient for both parties. This is considered a violation of these policies.

### **Illegal Questions, Bias, Harassment, Alcohol, Etc.**

Interviewers should not ask you any illegal questions (refer to the *Career Guide* for a list of such questions) or demonstrate bias or harassing behavior. In addition, alcohol consumption should not be part of any aspect of the interview process. Please report any concerns you have about an employer’s conduct during the recruiting process to Career Services. You can be assured of confidentiality when discussing concerns with Career Services staff.

## **OFFERS AND ACCEPTANCES**

### **Employer Responsibilities**

#### *Full-Time Offers to Summer Interns or Co-op Students:*

- Employers who extend an offer for full-time employment to a student who has had a summer internship or co-op with the employer, must give the student until Monday, November 1, 2010, to respond to that offer, without pressure to respond on an earlier date.

#### *Full-Time Offers:*

- Employers extending offers during the fall semester must give students until Monday, November 15, 2010, or a minimum of three weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date.
- Employers extending full-time offers during the spring semester must give students until Tuesday, March 1, 2011, or a minimum of three weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date.

#### *Internship Offers:*

- Employers extending internship offers during the spring semester must give students until Tuesday, March 1, 2011, or a minimum of two weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date.
- Employers making offers of summer internships prior to the traditional (spring) internship recruiting program—including offers made to previous summer interns—are encouraged to extend the response date for such offers to Tuesday, March 1, 2011, to allow students to participate in the traditional (spring) internship recruiting period. Employers must discuss any other offer timeline with a Cornell Career Services staff member.

#### *Pressure from Employers:*

- Employers may not intimidate or exert undue pressure on job candidates to secure a job acceptance. A question such as “Will you accept this job if I give you an offer today?” is an example of intimidation/undue pressure. Reduction in base salary, depending on when you accept an offer, is an example of an “exploding offer,” and is not consistent with our policies. Please see a Career Services advisor if you experience these circumstances.

#### *Start Dates:*

- Employers know that students expect to start work in June, July, August, or September (generally by September 15). Employers must give students an accurate start date and must include it in the offer letter. Students should be aware that some employers have been known to delay start dates, sometimes significantly.

### **Student Responsibilities**

Once a student accepts an offer, the student will notify other employers that s/he is not continuing the interviewing process. The student must **immediately remove her/himself from the interview process as follows:**

- (1) *If the application period is still in effect*, the student must remove her/himself from all resume submissions in CCNet.

- (2) *If the application period has ended*, the student will notify **both** the employer and the recruiting office to remove her/his resume from consideration and will not sign up for an interview, even if accepted (in error) by the employer. If the student does not have contact information for the employer, the Career Services office can provide assistance.
- (3) *If the student has signed up for any additional interviews*, s/he must remove her/himself from the interview schedule through CCNet (if possible, given the date) or by notifying the CCS office hosting the visit (see below).
- (4) *If other employers have extended offers*, the student should inform those employers that s/he has accepted an offer.

Students who have multiple offers are expected to narrow the field to the positions in which they have most interest and withdraw from continuing the interview process for the other positions as soon as possible. Holding on to offers in which a student has no interest keeps another student from receiving an offer.

Reneging on an accepted offer is considered a **serious breach of ethics**. Students who renege on acceptances will be disqualified from further participation in on-campus recruiting.

#### LIST OF OFFICES/CONTACTS

<b>Cornell Career Services at Barnes Hall</b>	Chris Vlahos, <a href="mailto:barnesrecruiting@cornell.edu">barnesrecruiting@cornell.edu</a> , 607/255-6933
<b>College of Agriculture &amp; Life Sciences</b>	Jo-Lynn Buchanan, <a href="mailto:alscdo@cornell.edu">alscdo@cornell.edu</a> , 607/255-2215
<b>College of Architecture, Art, &amp; Planning*</b>	Dureatha Oliver, <a href="mailto:aapcareer@cornell.edu">aapcareer@cornell.edu</a> 607/255-7696
<b>College of Engineering</b>	Ami Stuart, <a href="mailto:eng-career@cornell.edu">eng-career@cornell.edu</a> , 607/255-5006
<b>School of Hotel Administration</b>	Ann Marie Kaminski, <a href="mailto:careermanagement@sha.cornell.edu">careermanagement@sha.cornell.edu</a> , 607/255-5182
<b>College of Human Ecology</b>	Paula Jacobs, <a href="mailto:pj24@cornell.edu">pj24@cornell.edu</a> , 607/255-2532
<b>ILR</b>	Dottie Carlson, <a href="mailto:ilrrecruiting@cornell.edu">ilrrecruiting@cornell.edu</a> , 607/255-2724

\*AAP Career Services does not use CCNet to manage on-campus recruiting. Please call the office for details on policies and procedures.