

Nebraska Interview Consortium Ethics Document for On-Campus Recruiting and Resume Referral

To make an interview program successful, the parties involved need to uphold to ethical standards set forth by the National Association of Colleges and Employers for employers, students, and college employees. Following are several ethical standards that the Nebraska Interview Consortium would like to emphasize.

A student selected for an interview through the **on-campus recruiting** portion of the NIC should not try to gain advantage over other consortium students in the applicant pool by contacting the employer directly during the selection process.

Students who are referred through the **resume referral** portion of the NIC are encouraged to contact employers to show their interest.

Practice interviewing (interviewing with employers for which a student has no interest) to improve interviewing skills for future interviews is seen negatively by employers. When a student submits a resume for consideration it is assumed that the student has an interest in working for that employer or an interest in learning more about opportunities with that employer.

A student who is not selected for an interview by an employer to which he/she has submitted a resume for consideration should not contact that employer in an attempt to discover why he/she wasn't selected. Many times the reason can be attributed to the number of applicants in competition for interviews. A student who is not selected should refrain from applying directly to the employer during the interview consortium recruiting period.

A student who must cancel an interview appointment, must do so **AT LEAST 2 BUSINESS DAYS BEFORE THE INTERVIEW**; that is, he/she must go online and remove his/her name from the interview slot. Failure to uphold this policy will result in forfeiture of the student's participation in any future consortium interviews for one calendar year.

It is appropriate etiquette to send a thank you letter to the recruiter promptly after the interview.

It would be inappropriate for a student who has accepted employment to accept future interviews. A student choosing among several job offers needs to contact all of the employers once he/she makes a decision. Your Career Center has information on acceptance and rejection letters.

Employers have an ethical and legal obligation to treat all applicants fairly. If a student views inappropriate behavior during a consortium interview, the student should detail the behavior to his/her Career Center.

Students and alumni registering and submitting their resumes are certifying that the information is truthful and accurate. Those found providing false information will be made ineligible for the Nebraska Interview Consortium.

Students and alumni registering and submitting their resumes are authorizing the Nebraska Interview Consortium to release their employment materials to prospective employers.

I, _____, have read and understand the ethical standards encouraged by the Nebraska Interview Consortium.

Signature

Date