

# **Clarion University**

## **Campus Recruiting Program Policies for Students**

Please review the following statements so you thoroughly understand them prior to 1) registering for the Campus Recruiting Program, 2) participating in any campus interviews held through the Campus Recruiting Program, or 3) participating in any campus interviews conducted at job fairs held on campus.

### **Eligibility**

- To be eligible to schedule an interview with an organization recruiting on campus, the student must meet the minimum qualifications for the position for which the organization is recruiting.
- The minimum qualifications are provided to the Career Services Center by the organization requesting a campus visit and are specified in the Campus Recruiting Schedule and the Campus Recruiting Program Sign-Up Binder.

### **Resume Preparation**

- Provide accurate and truthful information about your personal, academic, and/or work information and your qualifications.
- Prepare a resume and have it reviewed by a Career Services staff member prior to signing up for a recruiting organization.

### **Signing Up for Interviews**

- Sign up for an interview with only those employers in which you have a sincere interest and whose eligibility requirements you meet.

### **Researching the Organization**

- Research the organization and the position requirements prior to signing up for a recruiting organization and interviewing. While most Clarion students do prepare for campus interviews, we occasionally hear from employers that some students are unprepared and unfocused.
- Review the employer's materials in the Career Services Center Resource Room or the organization's web site.
- Attend the organization's on-campus information session if one is offered. Employers expect interviewees to exhibit an understanding of the information covered.

### **Presenting Yourself**

- Wear professional attire for all campus interviews. Students are strongly encouraged to visit the Career Services website and seek the assistance of a staff member if they are unsure of the appropriate attire for an event.
- Provide accurate and truthful information about your personal, academic, and/or work information and your qualifications during the interview.

## Honoring Appointments

- Honor all interview appointments that you schedule. Failure to keep a scheduled interview appointment has severe negative consequences for the employer, Career Services Center, and Clarion University.

## Interview Cancellations

- Notify the Career Services Center at least two business days (48 hours) prior to the interview if you cannot fulfill a commitment.
- In the case of an emergency, the student must make every reasonable effort to telephone the Career Services Center at least one hour before the scheduled appointment so that notice can be given to the interviewer.

## No-Show Policy

- Students who do not show for a campus interview and who do not follow the Interview Cancellations policy will be subject to the following procedures:
  1. The Career Services Center will contact the student advising him/her that the missed interview has resulted in the temporary suspension of all campus interviewing privileges.
  2. The Career Services Center will request that the student compose an e-mail explaining the reason for missing the interview.
  3. Prior to e-mailing the message to the recruiter, the student must send a copy of the message to the associate director of the Career Services Center for approval.
  4. Upon approval by the associate director, the student can e-mail the message to the recruiter and copy (cc) the associate director on the message so the Career Services Center is assured that the message has been e-mailed to the recruiter.
  5. Upon receipt of the copy of the message to the recruiter, all suspended interviewing privileges will be restored to the student.

## Accepting an Offer

- Accept a job offer only after careful consideration and honor your professional commitment. It is unethical to renege or continue interviewing after accepting an offer, except in cases of extreme personal emergency.
- Notify Career Services if you accept a position, and notify other employers to whom you have applied to withdraw your application for other positions.

If you agree to abide by the policies listed above, go to [www.clarion.edu/career/recruit/registration.asp](http://www.clarion.edu/career/recruit/registration.asp) and register as a participant in the Campus Recruiting Program. The registration process takes approximately five minutes.

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114 Egbert Hall  
Clarion, PA 16214  
Phone: 814-393-2323  
Web: [www.clarion.edu/career](http://www.clarion.edu/career)