The ABC Student Code of Ethics

These ABC’s are tools to be used to promote the high quality standards we expect from our students in the College of Natural Sciences at UT. Your actions and decisions will be a reflection of not only you but of our office and UT. This policy communicates The Career Services Office expectations of students. The Career Services Office can work with students who experience conflict with this policy, and will facilitate negotiations with employers upon a student’s request.

Accepting/Declining Interviews
Accept interview opportunities when you request pre-select consideration, unless you have accepted another offer in the intervening time. Please decline pre-selected invitations you do not intend to take as soon as possible. There is no penalty for declining invitations to interview. You cannot transfer your spot to another student.

Accepting/Declining Offers
Honor your acceptance of an offer as a contractual agreement with the employer. It is unacceptable to back out on an accepted offer. An offer is considered accepted once you and the employer have jointly agreed to the terms of employment in writing. You must respond to every offer, whether you accept or reject it.

- All full-time offers should remain open for three weeks from the date of written offer
- All internship offers should remain open for three weeks from the date of written offer.

Upon the acceptance of a job offer you agree to:

- Withdraw yourself from further consideration with any employers for whom you are still a candidate.
- Complete an Employment Survey as appropriate. Report your employment status to the Career Services Office (company name, salary, bonus, location). Salary and offer data provided by students is not released. The aggregate results are critical to current and prospective students, and administrators.
- Keep your current employment information updated and accurate in Handshake.
- If you back out on an accepted offer, your right to use Handshake and the services the Career Services Office provides will be revoked. In order to potentially have this access reinstated, you must schedule a meeting with the Career Services Director, Dr. Ruth Franks.

Please Note: If you feel you have experienced unprofessional or unethical recruiting practices with a company you should immediately notify Dr. Ruth Franks, Career Services Office.

Cancelling late (defined as canceling an interview within 24 hours of your scheduled interview) or a ‘No Show’ for an Interview is considered a serious offense and will result in immediate and permanent loss of access to on-campus recruiting.

- If you have a legitimate reason for missing an interview you will need to contact the Career Services Recruiting Manager (CNSRecruit@austin.utexas.edu) to appeal your case and have your on-campus recruiting privileges reinstated.
- Calling in sick to an interview is considered a ‘no show’; however, to be reinstated you must bring a doctor’s note when appealing your case with the Career Services Director.
• A letter to the employer stating your reason for missing the interview is also required.

**Provide accurate and truthful information** – Do not fabricate or over state any information.

**Let your Yes be Yes** – When you R.S.V.P. “Yes” to recruiting events, interviews and meetings, follow through with your commitment and attend. You are expected to R.S.V.P. by the deadline posted.

**Apply for positions that match your ability and interest** – Only submit resumes for positions which align with your career interests and for which you are qualified.

**Respect all recruiters and the Career Services staff** – Treat everyone with the utmost respect at all times.

**Respect faculty & classmates** – Conduct yourself with professionalism throughout the recruiting process.

**Act with Integrity**  **Be Professional**  **Communicate Respectfully**