

ON-CAMPUS RECRUITING GUIDELINES

On-Campus Recruiting is a formal program with guidelines students must adhere to in order to remain eligible to participate. These guidelines help maintain positive relationships with employers so they will continue to return to our campus and recruit students in the future. Employers participating in the On-Campus Recruiting program have a particular interest in Morgan students and use this program to seek out and hire outstanding students. Job interviews, opportunities, and employer events through the Center for Career Development are privileges granted to students/alumni by employers who have provided their resources and time to meet, interview, and hire candidates at their convenience. Honoring commitments is a sign of professionalism and integrity. Students who sign-up for an interview time spot and events are expected to honor their commitment and show-up for their scheduled interviews and events. Unfilled interview and event time spots represent a lost opportunity for other students and a waste of the employer's time. Late cancellations and/or not showing for a scheduled interview time spot or event reflects poorly on the candidate and Morgan State University as well.

Students are encouraged to apply for jobs even if they are studying abroad or on co-op during the academic year, and we will work with the employer to facilitate an alternate means of interviewing (i.e., virtual interview). Any student participating in a *Study Abroad* internship or job and are offered an on-campus interview should contact the Center for Career Development (CCD) and we will facilitate an interview to be held via Skype. Make the most of on-campus interview opportunities.

NO SHOW AND CANCELLATION POLICY

You are expected to attend all scheduled campus interviews. By missing or canceling an interview, without sufficient notification, you have wasted a time slot that could have been filled by another student and created a negative impression of yourself, as well as Morgan State University students.

You are expected to be on time for a campus interview. Please arrive in the Center for Career Development 10-15 minutes prior to your scheduled interview time. Being late reflects badly on you as a candidate, and can be disruptive to other scheduled appointment times. Companies have provided their staff financial resources and time to meet candidates at their convenience. **If a candidate is late for an interview, it will be at the discretion of the employer as to whether the interview will still be conducted.*

Interview Cancellation Policy: If you must cancel an interview scheduled through eBear, please notify Ms. Earlene Goodson (Associate Director/Recruitment Coordinator) on 443-885-3111 or via email at earlene.goodson@morgan.edu. Notification of cancellation must be done at least 48 hours prior to the scheduled interview (Tuesday through Friday), and 72 hours before a Monday interview. Students who are a 'no show' or 'late cancel' may forfeit their interviewing privileges for the remainder of the academic year.

Students who miss a scheduled interview, or who fail to cancel their interview will have their eBear privileges suspended. Before on-campus recruiting privileges will be restored, the student will be expected to email letter of apology to the recruiter. *The letter must be approved by the Center for Career Development (CCD) prior to sending.*

You are expected to present your qualifications in a truthful manner. This applies both to information on your resume/cover letter and to your answers during the interviews. Information you provide during the interview process can be verified, and a false statement could cost you the job (even after the company has agreed to or has hired you, or during the payroll term of your employment). This conduct could also lead to a revocation of privileges to utilize the services of the Center for Career Development (CCD).

You are expected to honor all agreements made with recruiters, this is especially true of site visits. When you accept a second interview opportunity with a company, you put into motion a whole series of travel arrangements, scheduling, and a host of other details. If you subsequently fail to follow-through with the site visit without giving the company enough advance notice of your decision, you will cost them a considerable amount of wasted time and money as well as denying another candidate the opportunity to interview. This could impact the organization's actions regarding future recruiting activities at Morgan State University.

You are expected to honor all agreements made with recruiters, this is especially true of accepting a job offer. Do Not accept a job offer if you intend to continue interviewing. When you accept a job offer, you are agreeing to work for that specific organization. If you receive an offer and are **Not Ready** to accept it, you may speak with the Associate Director for the CCD, Ms. Goodson, to review options and devise a plan to address the situation. The staff is trained to handle these matters, so take advantage of their experience and expertise. Accepting a job offer is giving your word to that employer that you will honor your commitment. By going back on your word (or reneging), you affect more than yourself. By going back on your word (reneging) portrays you and Morgan State University in an unprofessional light. Reneging is highly unethical and risky. You place yourself in a position of possibly NEVER being able to work for that employer. The employer may not want to recruit at Morgan State University in the future because of your behavior. Finally, word may spread amongst other recruiters in your field and could potentially affect your future employment opportunities.

You are expected to cease interviewing upon your acceptance of a job offer. Continuing to look for employment after accepting an offer – either verbally or in writing – is highly unethical and potentially risky for your career.

Our Commitment to Your Success:

The Center for Career Development's staff motivates and empowers students to explore options and pursue careers. The Center provides a comprehensive range of services, programs, and materials focusing on career exploration and decision making, skill development, experiential learning, and career placement. The Center is committed to assisting organizations in meeting hiring needs for the mutual benefit of Morgan State University students and the organizations which employ them. The Center adheres to the [National Association of Colleges and Employers \(NACE\) Principles for Professional Conduct](#), we expect that you will read these guidelines and agree to adhere to them throughout your contact with us. The Center for Career Development services all students, undergraduates through doctoral candidates, you are a **Bear-for-Life!**

Sources:

<https://www.cmu.edu/career/>
<http://careerservices.wayne.edu/>
<https://www.purchase.edu/departments/CareerDevelopment/>
<http://www.northeastern.edu/careers/>