

Eccles Code of Conduct

Business Career Services at the David Eccles School of Business are committed to maintaining our tradition of professional behavior during recruiting. In order to prepare you to interact appropriately with employers, industry professionals and alumni, please carefully review the guidelines below.

1. I will take ownership of my career goals and am ultimately responsible for the outcomes.
2. I will conduct myself in a professional and respectful manner in all communications and interactions with employers and recruiters.
3. I will present myself and my experiences honestly on my resume, in networking situations, and during interviews. I understand that it is unethical to falsify or plagiarize information.
4. I will attend all interviews I have scheduled. If an emergency comes up I will contact the employer and my career coach before the interview. I take responsibility for checking my Umail for interview invitations and communication from the school and responding in a timely manner.
5. I understand my career coach wants to help me navigate any difficult decisions regarding offers. If I accept an offer for an internship or employment, *I will not renege or back out of my commitment* to that employer. I will not continue recruiting after I have accepted an offer.
6. I agree to [report](#) all employment offers to the Business Career Services team in a timely manner.
7. I understand that poor and/or unethical behavior has a direct and negative impact on future internship and employment opportunities for myself and for other students and alumni. Consequences could include temporary or permanent suspension of career services and on-campus recruiting privileges.