McCombs Career Services Student Code of Ethics

The McCombs Career Services (MCS) Code of Ethics provides a framework for the professional relationships among the McCombs students, employers, and MCS staff. This document is reviewed annually by the students, staff, and Associate Deans for the McCombs School of Business degree programs. Please see the below guidelines provided to students; employer policies and guidelines can be found at the following webpage: http://tinyurl.com/MSBPolicies.

Students are expected to represent both themselves and the school in a manner that demonstrates the highest standards of professionalism and integrity, which includes, but is not limited to, the guidelines for behavior detailed below. By agreeing to follow these standards for professional and ethical behavior for Career Services, all McCombs students agree to:

1. Provide Accurate Information
2. Submit an R.S.V.P. When Asked
3. Prepare Sufficiently
4. Arrive on Time
5. Dress Professionally
6. Show Respect for Recruiters, Employers, and the Career Services Staff
7. Apply Only for Positions That Match Abilities and Interests
8. Stand Behind Commitments After Accepting an Internship or Full-Time Job Offer

Provide Accurate Information
Students must provide complete and accurate information on all career-related materials (e.g., graduation date, GPA, standardized test scores, work eligibility, transcript, employment data, etc.). Furnishing false information is a violation of student standards of conduct, which will result in immediate loss of on-campus recruiting privileges and a referral to The University of Texas at Austin Student Conduct and Academic Integrity in the Office of the Dean of Students. Subsequent disciplinary actions may be taken, up to and including expulsion.

Submit an R.S.V.P. When Asked
Students are expected to R.S.V.P. by the deadline posted to help employers and staff plan events and workshops. Large numbers of unexpected guests can result in companies not having enough recruiters, refreshments, or handout materials. If students R.S.V.P. affirmatively to an event or meeting, they must follow through with the commitment. Large numbers of no-shows for events or receptions can result in companies canceling campus interviews.

Prepare Sufficiently
When attending a recruiting event or interview, students must be prepared to engage in conversation as well as answer and ask questions as appropriate. Being prepared includes completing company/industry research and preparing questions in advance. Failure to do so demonstrates the candidate’s lack of interest and reflects poorly on all McCombs students. Students are expected to learn and understand how to use campus recruiting systems as part of their overall preparation.

Updated: July 12, 2016
**Arrive on Time**

Arrive on time for all recruiting events. For on-campus interviews, it is strongly advised that students arrive 10 minutes prior to their scheduled interview time to leave adequate time for check-in. Students should remember that by scheduling an interview they have committed to showing up on time for that interview, unless a legitimate reason arises (e.g., recent acceptance of another offer, sudden personal illness, or a death in the family). Should an emergency arise, or if a student knows ahead of time that they will be late for an interview or event, they must notify a McCombs Career Services staff member as soon as possible. Students are expected to accept interview opportunities when they request pre-select consideration unless they have accepted another offer in the intervening time. If they do not plan to take an interview spot for which they have been pre-selected, they must decline the invitation as soon as possible. There is no penalty for declining invitations to interview. Students cannot transfer their spot to another student. By declining the interview prior to the “Sign-up End Date,” students allow employers to possibly fill the open slot with another candidate.

Missing an interview or having a late cancellation (defined as canceling an interview after the student can no longer cancel in the McCombs online recruiting system; this date is reflected as the "Sign-up End Date") is considered a serious offense and will result in immediate and permanent loss of access to the McCombs online recruiting system. If a student has a legitimate reason for missing an interview (as defined above), they will need to contact their Career Services Director (for BBA, MPA, or MBA) or Renee deLota for MSBA, MSF, MSM or Wayne Peck for MSTC to appeal their case and have on-campus recruiting privileges reinstated.

**Dress Professionally**

Interviews are typically business professional dress unless otherwise noted. Presentations and company receptions are typically business casual unless otherwise noted. Jeans, shorts, sneakers, flip-flops, and similar casual wear are never appropriate at any recruiting-related or company-sponsored event.

**Show Respect for Recruiters, Employers, and the Career Services Staff**

All students should treat staff and recruiters with the utmost respect. This includes but is not limited to:

- Keeping cell phones, laptops, and other electronic devices off during any recruiting event or interview
- Promptly responding to all e-mail, written, and phone communications from recruiters, employers, and the Career Services staff
- Behaving in a respectful and professional manner at all recruiting events and interviews, including all office visit recruiting trips

It is important to understand that every interaction a student has with a prospective employer or staff member either enhances or detracts from their personal reputation and the reputation of the school.

**Apply Only for Positions That Match Abilities and Interests**

Students should submit their resume only for positions that align with their career interests and for which they are qualified. Indiscriminate "shopping around" diminishes opportunities for classmates. Students should not treat recruiting as an opportunity for "practice interviews." It is unfair to their peers who genuinely want the job and to the company expending resources to recruit. McCombs Career Services staff are available to assist students with mock interviews.

Updated: July 12, 2016
Stand Behind Commitments After Accepting an Internship or Full-Time Job Offer
Students must honor the acceptance of an offer as a contractual agreement with the employer. It is unacceptable for students to continue interviewing or making office visits after accepting an offer or to back out on an accepted offer. Students who back out (renge) on an accepted offer will be denied all future use of Career Services, including coaching and the McCombs online recruiting system. An offer is considered accepted once the student and the employer have jointly agreed to the terms of employment.

Students must respond to every offer, whether they accept or reject it. Upon the acceptance of a job offer, students agree to:

- Notify all other employers with whom they are a job candidate and withdraw themselves from further consideration
- Notify their Career Services office of acceptance
- Report all relevant offer information (e.g., company name, salary, bonus, location, etc.) for employment reporting

Acceptance of Unpaid Internships Offers (where applicable)
Students may accept a qualifying unpaid internship and include certain preconditions in their acceptance, such as the right to terminate the unpaid internship if a paid position with another employer becomes available. It is strongly advised that these preconditions be set forth and agreed to in writing.

Report Employment Status
After accepting an offer of employment, students agree to complete an Intern or Full-Time Employment Survey as appropriate. These surveys are available through a secure site on their program's career office webpage (for BBA, MPA, and MBA). For other McCombs School of Business degree programs (MSBA, MSF, MSM, and MSTC), we ask that students contact their program office. While the individual salary and offer data provided by students are not released, the aggregate results are critical to current and prospective students, recruiters, and administrators. The data are necessary for McCombs to complete information for business school rankings, and the information provided is among the best tools for students to use for future salary negotiations. It is the student's responsibility to keep personal profile and current employment information in all career-related systems updated and accurate.