

Cornell Career Services (CCS) is eager to support you throughout your job search. On-campus recruiting is one tool available to you for conducting a successful job search. You should understand that it is a privilege that carries with it certain expectations for your conduct. We expect you to learn how to use the recruiting software in an effective manner; portray all personal, work experience, and academic information accurately; prepare well for your interviews; respond to employers in a timely fashion; and seek our assistance when appropriate.

*Students who have any questions about responding to employers regarding interviews or job offers should seek assistance from a CCS staff member **well in advance of any response deadlines.***

ELIGIBILITY FOR ON-CAMPUS RECRUITING

We use a software system called CCNet to manage student communications and information, job postings, and on-campus recruiting. To submit resumes through CCNet to participate in on-campus recruiting, a student must:

- (1) Be a full-time matriculated student (i.e., earning a Cornell degree) living in Ithaca and taking classes on the Cornell campus during the semester(s) of participation in recruiting.
- (2) Be in good standing with Cornell Career Services, which includes accurately reporting information (on the student's profile in CCNet, etc.), conducting her/himself in a professional manner in all aspects of the recruiting process (from application through accepting), following interview cancellation procedures, etc.
- (3) Complete the online On-Campus Recruiting Tutorial at career.cornell.edu... *Students... On-Campus Recruiting... CCNet Tutorials.*

In all cases, Career Services staff reserve the right to make determinations regarding student access and reinstatement of privileges (if applicable) to the Cornell interviewing process.

Students Studying Away from Campus; Exchange Students

Students studying abroad, in New York City, Washington, DC, or other locations outside Ithaca are not eligible to submit resumes to on-campus recruiting schedules. Cornell Career Services encourages employers to set up special resume collections to receive applications from study-abroad/away students. If an employer does not set up a separate study-away job posting, students must contact the employer directly. If contact information is not listed in the job description, students should seek assistance from a career services staff member. Study abroad/away students have full access to the large number of job postings submitted by employers who are not making on-campus visits.

Exchange students or students who are studying at Cornell but will not earn a Cornell degree may not submit resumes through CCNet or participate in on-campus recruiting.

STUDENTS' RESPONSIBILITIES REGARDING CCNet ON-CAMPUS RECRUITING

Students are responsible for familiarizing themselves with the CCNet system and meeting all deadlines for on-campus recruiting events. Students should submit materials well before the deadlines to avoid encountering technical problems that may arise in submitting resumes and other application materials through CCNet. Under no circumstances are technical problems with one's own computer considered a valid reason for missing a resume-submission deadline.

If you encounter technical problems with the CCNet system on the day of an on-campus recruiting application deadline after Career Services offices have closed:

- (1) Continue trying to submit materials until the deadline (11:59 p.m. Eastern time).
- (2) If still unable to submit, notify the career office hosting the visit (see list of contacts at end of document) of the problem by 9:00 a.m. the day after the application deadline. After verifying the system problem, the career office will facilitate communication with the employer to resolve problems.

THE INTERVIEW PROCESS

It is essential that students manage interview schedules carefully to avoid conflicts with first- and second-round interviews, exams, etc. If you sign up for interviews with more than one employer on the same day, try to avoid back-to-back interviews in all cases, whether they are held in the same office or in different offices. Otherwise, if your first interview is delayed, you may miss the opportunity to interview with the second employer. Career Services staff make every effort to help students who encounter difficulty with interview sign-ups, however it may not be possible to resolve all scheduling problems since interview spots are limited.

Approaching employers directly on the day of the interview with an interview request is not acceptable, and may result in forfeiture of a student's right to participate in on-campus recruiting. Check with the staff in the office where the employer is interviewing to learn about acceptable procedures to seek same-day interviews.

The following policies facilitate the interview process for students and employers.

First-Round Interviews: Cancellations and Consequences

Assess carefully whether you want to interview with an employer who accepts you for an interview and sign up for an interview only if you would seriously consider a job offer from that employer. If you change your mind after signing up for an interview, remove yourself from the interview schedule or cancel the interview immediately according to the guidelines below so the interview slot will be available for another student.

Do not cancel first-round interviews to attend second-round interviews. Employers are expected to offer alternate dates for second-round interviews and to work with you to avoid conflicts with your other interviews. See a Career Services staff member if an employer does not offer this option and you need assistance dealing with the situation.

Interview cancellation policy:

- If you elect to cancel an interview after interview sign-ups have closed or you cannot physically attend a scheduled interview, you must notify the career office where your interview is scheduled by phone or in person, by 9:00 a.m. of the business day **prior** to your interview. For example, to cancel a Wednesday interview, you must provide notice of cancellation by 9:00 a.m. on Tuesday. To cancel a Monday interview, you must provide notice by 9:00 a.m. on Friday.
- Notify **both** the employer and the Career Services office managing the interview schedule of your inability to attend the interview. Employers often do not inform Career Services of late cancellations and your interview slot will not be available for another student (unless you notify us directly).

Consequences for failure to follow this policy:

- If you do not appear for an interview or if you cancel without sufficient notice as described above, you are considered a "no-show," and you will not be allowed to participate in on-campus recruiting until you speak with a Career Services staff member. The staff member will determine whether you can continue to participate. At a minimum, you will be required to submit a letter of apology to the recruiter, in accordance with the staff member's instructions.
- A second "no-show" will result in automatic forfeiture of the right to participate in Cornell recruiting activities.

Second-Round Interviews: Alternative Date and Notification

These policies have been developed and are closely monitored to allow students to meet their obligations for first-round interviews on campus and to assure equity among employers.

- Students **should not request** that employers offer second-round interviews that conflict with this policy and **employers should not extend invitations** that conflict with this policy, even if a date is convenient for both parties. To do so is considered a violation of these policies.
- Students must follow the policies regardless of whether they consider themselves near or at the final decision state in accepting an offer (e.g., at the point of deciding between two offers).
- Employers conducting first-round interviews on campus are negatively affected when students cancel those interviews. This has implications for employers' desire for future participation in the On-Campus Recruiting Program.

Cornell Career Services strongly encourages employers to offer second-round interviews on campus or on “Super Saturdays.” These may be held at any time during the semester. Employers must offer options for times of students’ on-campus second-round interviews so that students do not miss classes or first-round interviews.

For 2014-15 employers may not conduct—and students may not participate in—off-campus second-round interviews or other employer events except as follows:

Second-Round Interviews/Events	Fall 2014	Spring 2015
Allowed Off Campus	Any weekend dates, plus: September 25-26* and October 2, 3, 9, 10, and anytime beginning October 13	Any weekend dates, plus: January 29, 30 and February 5, 6, and anytime beginning February 9
	* <i>Rosh Hashanah</i>	
Not Allowed Off Campus	September 22, 23, 24, 29, 30, and October 1, 6, 7, 8	January 22, 23, 26, 27, 28, and February 2, 3, 4

Employers are expected to offer an alternative date, without negative consequences, for a second-round interview if the date first suggested by the employer interferes with a student’s first-round interview on campus, exam, or other valid conflict. If an employer does not make this offer initially, it is a student’s right and responsibility to ask for an alternate date. Students should seek the assistance of staff in Cornell Career Services when dealing with a non-complying employer.

Illegal Questions, Bias, Harassment, Alcohol, Etc.

Interviewers should not ask you any illegal questions (refer to the *Career Guide* for a list of such questions) or demonstrate bias or harassing behavior. In addition, alcohol consumption should not be part of any aspect of the interview process. Please report any concerns you have about an employer’s conduct during the recruiting process to Career Services. You can be assured of confidentiality when discussing concerns with Career Services staff.

OFFERS AND ACCEPTANCES

Job-Offer Response Dates and Guidelines: On-Campus Recruiting and Job Postings

The intent of these guidelines is to allow students ample time to give careful consideration to all of their employment options, and to make informed decisions about their employment after Cornell. In order to facilitate this process, employers are expected to extend offers in accordance with these guidelines.

Full-Time Offers for 2015 Start Dates

Written Offer Extended:	Earliest Response Date Allowed:
To Prior Summer Intern	10/31/14 or 2 weeks, whichever is later
By 11/14/14	11/14/14 or 2 weeks, whichever is later
Between 11/15/14 and 3/31/15	2 weeks
On or After 4/1/15	1 week

Offers for Summer 2015 Internships

Written Offer Extended:	Earliest Response Date Allowed:
To Prior Summer Intern	10/31/14 or 2 weeks, whichever is later
By 11/14/14	12/1/14
Between 11/15/14 and 12/31/14	12/16/14 or 2 weeks, whichever is later
Between 1/1/15 and 3/31/15	2/23/15 or 2 weeks, whichever is later
On or After 4/1/15	1 week

Pressure from Employers

Employers may not intimidate or exert undue pressure on job candidates to secure a job acceptance. A question such as “Will you accept this job if I give you an offer today?” is an example of intimidation/undue pressure.

Reduction in base salary, depending on when you accept an offer, is an example of an “exploding offer,” and is not consistent with our policies. Please see a Career Services advisor if you experience these circumstances.

Start Dates

Employers know that students expect to start work in June, July, August, or September (generally by September 15). Employers must give students an accurate start date and must include it in the offer letter. Students should be aware that some employers have been known to delay start dates, sometimes significantly.

Student Responsibilities

Once a student accepts an offer, the student will notify other employers that s/he is not continuing the interviewing process. The student must **immediately remove her/himself from the interview process as follows:**

- (1) *If the application period is still in effect*, the student must remove her/himself from all resume submissions in CCNet.
- (2) *If the application period has ended*, the student will notify **both** the employer and the Career Services office managing the interview schedule to remove her/his resume from consideration and will not sign up for an interview, even if accepted for an interview (in error) by the employer. If the student does not have contact information for the employer, the Career Services office can provide assistance.
- (3) *If the student has signed up for any additional interviews*, s/he must remove her/himself from the interview schedule through CCNet (if possible, given the date) or by notifying the CCS office managing the interview schedule (see below).
- (4) *If other employers have extended offers*, the student should inform those employers that s/he has accepted an offer.

Students who have multiple offers are expected to narrow the field to the positions in which they have most interest and discontinue the interview process for the other positions **as soon as possible**. Holding on to offers in which a student has no interest keeps another student from receiving an offer.

Reneging on an accepted offer is considered a **serious breach of ethics**. Students who renege on acceptances will be disqualified from further participation in on-campus recruiting.

LIST OF OFFICES/CONTACTS

Cornell Career Services at Barnes Hall (CUW)	Chris Vlahos, barnesrecruiting@cornell.edu, 607/255-6933
College of Agriculture & Life Sciences (CALS)	Jo-Lynn Buchanan, alsco@cornell.edu, 607/255-2215
College of Architecture, Art, & Planning (AAP)	Chris Vlahos, barnesrecruiting@cornell.edu, 607/255-6933
College of Engineering (ENG)	Jennifer Soprano, eng-career@cornell.edu, 607/255-5006
School of Hotel Administration (HTL)	Ann Marie Kaminski, careermanagement@sha.cornell.edu, 607/255-5182
College of Human Ecology (HEC)	Paula Jacobs, pj24@cornell.edu, 607/255-2532
ILR (ILR)	Dottie Carlson, ilrrecruiting@cornell.edu, 607/255-2724