

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; honor your recruiting commitments; and seek our assistance whenever you have questions.

Most of the provisions in these policies pertain specifically to on-campus recruiting activity, although the **Offers and Acceptances** section pertains to all job-search activity. We invite you to speak with a CCS staff member whenever you have questions about the job-search process and these policies.

### ELIGIBILITY FOR ON-CAMPUS RECRUITING (OCR)

We use a software system called Cornell Handshake to manage student communications and information, job postings, and on-campus recruiting. To submit resumes through Handshake 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 Handshake, 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... Handshake Tutorial](http://career.cornell.edu...). You can also find a link to the Tutorial in the "Articles" section of Handshake.

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 Handshake or participate in on-campus recruiting.

### STUDENTS' RESPONSIBILITIES REGARDING HANDSHAKE ON-CAMPUS RECRUITING

Students are responsible for familiarizing themselves with the Handshake 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 online through Handshake or employers' application systems. 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 Handshake 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 (usually 11:59 p.m. Eastern time, but check the posting for details).
- (2) If still unable to submit, notify the career office hosting the visit of the problem by 9:00 a.m. the day after the application deadline. (See list of contacts at end of document.) 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.

## OCR POLICIES

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. Never accept an interview invitation "for practice." 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. (See list of contacts at end of document.) 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 further 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 and to use the Handshake service.

### 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 stage 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 on-campus second-round interviews so that students do not miss classes or first-round interviews.

For 2015-16 employers may not conduct—and students may not participate in—off-campus second-round interviews or other employer events except as follows:

<b>Second-Round Interviews/Events</b>	<b>Fall 2015</b>	<b>Spring 2016</b>
Allowed Off Campus	Any weekend dates, plus: September 25, and October 1, 2, 8, 9, and anytime beginning October 12	Any weekend dates, plus: February 4, 5, and anytime beginning February 11
Not Allowed Off Campus	September 17, 18, 21, 22, 23*, 24, 28, 29, 30, and October 5, 6, 7	January 28, 29, and February 1, 2, 3, 8, 9, 10

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 or recruiting 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 Offer Procedures: On-Campus Recruiting and Job Postings**

We expect employers to communicate clearly to students their offer procedures, including method for students to confirm acceptance (e.g., signing written documentation, confirming electronic offer, etc.), and whether the employer considers a verbal statement of intent to be a binding job acceptance. (In this case, the employer should inform the student immediately that the statement is considered an acceptance.)

The intent of these policies is to allow students ample time to give careful consideration to 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 and require your response in accordance with these dates. Note, though, that employers often *request* that students accept offers by an earlier date. If you know that you will be accepting an offer, it is good form to respond by the requested date rather than extending the process all the way to the deadline. Always clarify with the employer whether a stated date is a preference or a requirement.

*Students who have any questions or concerns about communicating with employers regarding interviews or job offers should seek assistance from a CCS staff member **well in advance of any response deadlines**. Career Services staff will maintain your confidentiality and will intervene with employers only if you request that we do.*

**Full-Time Offers for 2016 Start Dates**

<b>Written Offer Extended:</b>	<b>Earliest Required Response Date Allowed:</b>
To prior Summer Intern (or other student identified over the summer)	10/30/15 or 2 weeks, whichever is later
By 11/13/15	11/13/15 or 2 weeks, whichever is later
Between 11/14/15 and 2/29/16	2 weeks
On or after 3/1/16	1 week

**Offers for Summer 2016 Internships**

<b>Written Offer Extended:</b>	<b>Earliest Required Response Date Allowed:</b>
To prior Summer Intern (or other student identified over the summer)	10/30/15 or 2 weeks, whichever is later
By 11/13/15	12/1/15
Between 11/14/15 and 12/31/15	12/15/15 or 2 weeks, whichever is later
Between 1/1/16 and 2/29/16	2/19/16 or 2 weeks, whichever is later
On or after 3/1/16	1 week

### **Excessive Pressure/Exploding Offers from Employers**

Employers should not pressure students to accept an offer before the timelines above or make "exploding offers." Examples of excessive pressure include repeated "sell calls" from team members to assess a student's status; insisting on a verbal commitment from a student before sending a written offer; or statements such as "If I offer you the position today, will you take it?" Exploding offers are those that require a quick response time or call for a reduction in base salary after a certain date. Please discuss with a Career Services advisor how to handle these situations if you experience them.

### **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. This is the case for any job offer, even if it is not the result of on-campus recruiting. 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 Handshake.
- (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 Handshake (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 without delay 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.

Do not accept an offer—even verbally—until you are sure it's right for you. (Note that employers typically consider a verbal commitment the same as a formal acceptance of the offer, even if contract documents have not yet been processed.) Reneging on an accepted offer (whether verbal or in writing) is considered a **serious breach of ethics** and could affect your employment opportunities in the future. Students who renege on acceptances could be disqualified from further participation in on-campus recruiting and use of the resources of Cornell Career Services, at the discretion of CCS staff, and/or possible referral to the Judicial Administrator.

### **LIST OF OFFICES/CONTACTS**

**Cornell Career Services at Barnes Hall (CUW)**  
**College of Agriculture & Life Sciences (CALS)**  
**College of Architecture, Art, & Planning (AAP)**  
**College of Engineering (ENG)**  
**School of Hotel Administration (HTL)**  
**College of Human Ecology (HEC)**  
**ILR (ILR)**

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