

## **Student On-Campus Recruiting Policy**

### **1. PURPOSE**

- To ensure students and alumni are practicing ethical job searching practices.

### **2. SCOPE**

- This policy applies to all participants in the On-Campus Interviewing Program

### **3. OBLIGATIONS IN THE RECRUITMENT PROCESS**

- Provide the LSU Olinde Career Center with accurate information;
- Adhere to scheduled interviews;
- Accept offers of employment in good faith;
- Notify employers in a timely manner of acceptance or non-acceptance of employment offers;
- Withdraw from the recruiting process after acceptance of employment;
- Interview only with organizations for which you meet the eligibility requirements and are interested in working
- Conduct yourself in a manner that is representative of the LSU Commitment to Community;

### **4. LSU COMMITMENT TO COMMUNITY**

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment. It is a community that fosters individual development and the creation of bonds which transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibilities for my actions; hold myself and others to the highest standards of academic, personal, and social integrity; practice justice, equality, and compassion in human relations; respect the dignity of all persons and accept individual differences;
- respect the environment, and the rights and properties of others and the University;
- contribute positively to the life of the campus and surrounding community; use my LSU experience to be an active citizen in an international and interdependent world. The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

## 5. POLICY

### ***Providing Accurate Information***

If you intentionally provide false information on your Handshake profile or at any time during the campus recruiting process, you will immediately lose all Handshake privileges and be deactivated for one year from date of deactivation. Additionally, you could possibly be referred to Student Advocacy & Accountability at the LSU Olinde Career Center's director's discretion.

### ***Rescheduling Your Interview***

You can change your appointment time via the Handshake system at any time during the sign-up period for that particular event. After the sign-up deadline, you must contact the employer for rescheduling assistance. If you need help finding the contact info for the employer, please email our staff at [career@lsu.edu](mailto:career@lsu.edu).

### ***Interview Cancellations***

Interview spots are in high demand. If you need to cancel your interview, please cancel as far in advance as possible. This will give other qualified candidates an opportunity to meet with the employer. Students are allowed to cancel during the sign-up period listed in Handshake. If you want to cancel during the sign-up period, please cancel in Handshake. If you want to cancel once the sign-up period has closed, this is considered a Late Cancellation. Please follow the Late Cancellation steps in the next paragraph.

contact the employer immediately and email our staff email our staff at [career@lsu.edu](mailto:career@lsu.edu).

### ***Late Cancellations***

For late cancellations (cancellations after the sign-up period), please email our staff at [career@lsu.edu](mailto:career@lsu.edu) and the employer listed in Handshake. Failure to email our staff and the employer will be considered a missed interview.

If the student has multiple late cancellations, the student will be required to meet with a staff member from Career Center.

If the student fails to meet with the staff, the student's Handshake account could be deactivated for a period of time and possibly referred to Student Advocacy & Accountability.

### ***Missed Interview***

Strong relationships between LSU and employers are built upon successful recruiting efforts. To maintain a successful relationship with employers, it is important that students attend scheduled interviews.

If a student misses a scheduled interview that they have not officially cancelled, staff from the LSU Olinde Career Center staff will email the student directly to discuss why the interview was canceled/missed and the next steps for the student to take.

### ***Reneging on Job Offers***

If a student or alum reneges on a job offer after they have accepted that offer, they will be asked to meet with a staff member in the Career Center to discuss their situation and possible

ramifications for their decisions. This policy applies to any job—regardless if the job was accepted through the on-campus interviewing program.

### ***Penalties***

Failure to follow the Student On-Campus Recruiting Policy could lead to deactivation of the student's Handshake account and possibly a referral to Student Advocacy and Accountability.

### ***Reinstatement***

If the student's Handshake account is deactivated, after one year of deactivation, the student's Handshake account will be re-activated.

### ***Appeals***

Any and all appeals and decisions will be heard by the Director of the LSU Olinde Career Center or his/her appointed authority.

**Questions about this policy can be directed to the On-Campus Interviewing Coordinator, Garnesha Beck, as [gbeck1@lsu.edu](mailto:gbeck1@lsu.edu) or 225-578-2048.**