The Center for Career Education seeks to partner with students and alumni through the recruiting program. We encourage you to bring questions, concerns, or suggestions to us at any time throughout the recruiting process. In order to maximize opportunities for Columbia students and preserve the integrity of this program, we have developed the set of policies below and ask for your cooperation. **Failure to comply may result in the loss of recruiting privileges.**

**Eligibility**
The recruiting program is only available to students and alumni of Columbia College, The Fu Foundation School of Engineering and Applied Science, The School of General Studies, The Graduate School of Arts and Sciences, The School of the Arts, The Graduate School of Architecture, Planning and Preservation and The School of Continuing Education (Degree Programs and Post-Baccalaureate Program). Students may not use anyone else’s account at any time and they may not allow anyone else to use their account. Students who give out school passwords or accounts to ineligible persons, are subject to loss of recruiting privileges. Students who publish information on LionSHARE or the Career Education website jeopardize their recruiting privileges and may be subject to further disciplinary action by Columbia University.

**Discrimination and Harassment Policy**
Columbia University is committed to providing a working and learning environment free from unlawful discrimination and harassment. Consistent with this commitment and with applicable federal, state and local laws, it is the policy of the University as both an educational institution and an employer to prohibit unlawful discrimination and harassment and to provide faculty, students, and staff who believe that they may be the victims of either with mechanisms for seeking redress.

We recommend that all students, alumni, vendors, and employers engaged in activities with the Center for Career Education review Columbia’s Discrimination and Sexual Harassment Policy and Procedure.

If a student or staff member engaged in an activity sponsored by Career Education (including but not limited to job listings, workshops, panels, counseling sessions, employer presentations, career fairs, interviews, mentoring, internships, off campus recruiting, and employment) believes that the Discrimination and Sexual Harassment Policy and Procedure may have been violated, he or she is urged to contact the Office of Equal Opportunity and Affirmative Action, a member of the Columbia University Panel on Discrimination and Sexual Harassment, or the Director of Employer and Alumni Relations for Career Education. If the conduct complained of involves a person or persons within the Columbia community, the actions provided for under the Discrimination and Sexual Harassment Policy and Procedure may apply. If the conduct complained of involves, in addition to a member of the Columbia community, a party or parties outside the Columbia community, the Center for Career Education may conduct an inquiry. In the event Career Education determines that the complained-of conduct occurred or the outside party chooses not to participate in the inquiry, Career Education may act to sever the relationship between Career Education and/or Columbia University and the outside party or organization.

**Recruiting Research**
Before submitting your resume to an organization, you should thoroughly research the organization and the position requirements to see if the opportunity is something in which you are sincerely interested. Blindly sending out resumes will damage your professional reputation and weaken the overall perception of Columbia students. Students are expected to read carefully the position descriptions and only request an interview for which they meet the stated requirements.

**Misrepresentation**
Students who participate in the recruiting program must accurately represent their academic and personal history on any documentation submitted as part of their application. This includes but is not limited to...
misrepresenting academic achievement, institutions and fields of study, and affiliation specifically to Columbia’s Center for Career Education. Students will also be held accountable for sharing recruiting information with anyone who does not have permission to use campus recruiting resources. Misrepresenting information in the hiring process is grounds for immediate dismissal and potential litigation by employers. Any student who knowingly misrepresents information will put their recruiting privileges in jeopardy.

Interview Preparation

Employers expect you to know about them; this includes an understanding of the industry, their organization, and the position for which you are applying. While most Columbia students seriously research their interviews, we do hear from employers that some students come to the interview unprepared and unfocused.

Students who find themselves not performing well or who are unsure about how to behave in an interview are encouraged to attend an interview workshop or sign-up for a practice interview session with one of the Center for Career Education counselors. Students may also request a videotaped practice/mock interview session.

Interview Cancellations/No Shows or Late Arrivals

Employers commit time and resources by deciding to recruit Columbia students. When you cancel interviews with insufficient time for the slots to be filled by those on the waiting list, you are damaging your own reputation, adversely affecting other Columbia students, and wasting the time of employers, who may then decide not to return to Columbia. Failure to appear for a scheduled interview is a serious breach of professional ethics.

If you are granted an interview by an employer, and subsequently accept the interview by signing up on the employer’s interview schedule, you are required to give Employer Relations at least 48 business hours notice to cancel the interview. Any student who fails to give at least 48 business hours notice, does not show up for the interview, or is late to arrive, will be immediately suspended from the on-campus recruiting program. You can be reinstated only after the following actions are taken:

1. You have met with the Assistant Director or Associate Director for Employer Relations and a determination is made that there was an acceptable reason for canceling or not showing up for the interview; and

2. The Employer Relations Department receives a copy of a signed letter of apology to the employer in question.

If you have accepted an offer and have interviews scheduled, Employer Relations allows you to cancel inside of the 48 hour window. This prevents you from potentially taking a second round invite away from your peers. Employers are generally understanding of students not interviewing due to offer acceptances.

Second Round Interviews

Students may not schedule a second round interview with an employer that is in conflict with a previously scheduled first round interview and/or academic commitments. Violation of this policy may lead to revocation of recruiting privileges. If you feel that an employer is pressuring you to take a second round interview at a specific date/time that causes you difficulty, please contact the Assistant Director or, in their absence, the Associate Director, of Employer Relations immediately, so that we can try to negotiate on your behalf a second round interview date/time that is in compliance with this policy.

Accepting an Offer of Employment

In order to provide students with sufficient time to complete their employment search and make an informed decision, employers participating in our recruiting program have agreed to comply with the following deadlines.

- For offers extended to previous summer interns, students have until November 14, 2008 to make a decision.
- Students interviewed during the Fall semester have until November 28, 2008 to make a decision.
- For offers extended to previous 1st year/2nd year summer interns, students have until February 27, 2009 to make a decision.
- Students interviewed during the Spring semester have until March 13, 2009 to make a decision.
- For offers extended by employers who did not recruit on-campus, students have two weeks from date of the offer to make a decision.

After a job offer is accepted, students are expected to stop all further interviewing and notify employers with whom they have an offer or interview pending. If you are having difficulty making a decision about an offer, we encourage you to discuss your situation with us.

Any student who withdraws an acceptance (i.e. reneges on an offer), after initially accepting an employment offer obtained through the recruiting program, will immediately lose all recruiting privileges. Privileges can only be restored at the discretion of the Assistant Director or Associate Director of Employer Relations.