

PROFESSIONAL RESPONSIBILITY CONTRACT

“Loyola University Chicago – Alumni Sharing Knowledge (LUC-ASK) Network” **(LUC-ASK LinkedIn Group and Alumni Networking)**

As a student at Loyola University Chicago (LUC), I am preparing to professionally network, and I will be held to high ethical standards and responsibility. I recognize that LUC holds itself and employers to the highest level of professional integrity and social responsibility as established by the National Association of Colleges and Employers Codes of Professional Conduct.

I understand and agree to the policies and principles below, which have been established to ensure my professionalism/character during the career development, networking and job search process. LUC's Alumni Association and career centers are committed to helping me develop the necessary skills to cultivate/pursue professional connections and opportunities; however I understand that I am ultimately responsible for securing meaningful employment.

Honesty and Integrity:

I recognize that my actions will reflect upon me, fellow students, and LUC. I will provide accurate information in all materials and actions during my career planning, networking, and job search while interacting on/off campus with those in LUC's community (includes: alumni, fellow students, faculty/staff, employers, and community partners).

Professional Conduct:

I will communicate and present myself professionally, while being courteous/respectful in my interactions (in person, in writing, by phone or email) and will:

- Monitor publicly available content by and about me (text, voice and picture), including content on personal blogs and social networking sites, and make reasonable efforts to remove material professionals may deem inappropriate or unprofessional.
- Acknowledge calls, emails and invitations and respond appropriately in a timely manner.
- Attend all one-on-one and group interactions, interviews, etc. with employers, alumni and other professionals that I have scheduled. I will provide two business days notice for any cancellation, if possible.

LUC-ASK LinkedIn Networking Terms & Conditions:

In addition to adhering to the policies and principles on the *Professional Responsibility Contract*, I will read/follow the Networking Guidelines and related documents on my respective LUC career center's website (i.e., the Career Development Center's "Networking for Professional Development" presentation at <http://www.luc.edu/career/network.shtml>). I will:

- Ask for advice, information, and other contacts; **not** ask for a job or internship.
- Not ask a networking contact to mass distribute my resume.
- Not expect networking contacts to automatically share their network contacts.
- Not share networking contacts' information (if given) with others without permission.
- Not spam a contact with multiple e-mails or stalk with multiple phone calls.
- Send a brief thank you letter or email after networking with a contact.

Consequences of Inappropriate Behavior:

Failure to adhere to the Professional Responsibility Contract may result in:

- Removal from the LUC-ASK Professional Network
- Suspension of all access to RamblerLink job postings and career tools.

By electronically signing the LUC-ASK form when I register online, I agree to adhere to LUC's required guidelines, policies, and acknowledge the consequences of inappropriate behavior.