



Career Development Center Student Code of Conduct

By registering with the eRecruiting System and using the services of the Career Development Center at Loyola University Chicago, you are entering into a partnership with this office and the career center staff in which all parties have personal and professional responsibility.

The Career Development Center pledges to:

1. **Represent Loyola University students and alumni professionally** to all employers and agencies.
2. **Adhere to non-discriminatory practices** maintaining U.S. Equal Employment Opportunity compliance by referring all interested students for employment opportunities regardless of race, color, national origin, religion, age, gender, sexual orientation, or disability.
3. **Exercise sound judgment and fairness in maintaining confidentiality of student and alumni information** by not disclosing your personal information outside the Career Development Center without your prior consent. Employment statistics will be reported in aggregate form and with no identifying personal information.

Students and alumni using the services of the Loyola Chicago Career Development Center pledge to:

1. **Represent the Career Development Center and Loyola University in a professional manner** with alumni, faculty, staff, and employers. When you communicate with a potential employer, you represent yourself, as well as Loyola University, including other students, alumni, faculty, and administration. You are expected to always be honest and ethical in all written, spoken and in-person communication.
2. **Keep your contact information and résumé up-to-date in the Career Development Center eRecruiting system.** Incorrect or out-dated information makes it difficult for the Career Center to help you.
3. **Notify the Career Development Center at least 48 hours in advance if you cannot attend an interview, recruiting event, panel or other career event requiring pre-registration. Notify the Career Development Center at least 24 hours in advance if you cannot attend an advising appointment that you scheduled.**

“No shows” and late cancellations for events, interviews, or appointments may be addressed by a suspension in your eRecruiting and office privileges. The Career Development Center staff reserves the right to suspend your access if you fail to show up for events for which you have registered or appointments that you have set. The Career Development Center staff also reserves the right to require students/alumni to write letters of explanation to employers for missed interviews or appointments.

4. **Consider all aspects of an internship or job offer before accepting it.** Most employers will give you ample time in which to make a decision about accepting an offer, and we encourage you to meet with an advisor if you have any questions about the offer, or if you are evaluating multiple offers. A verbal acceptance of a job offer is as binding as a written acceptance. *Reneging on an offer is a serious offense* as it damages relationships with the employer and reflects poorly on the school.

By using eRecruiting and any service of the Career Development Center, you are agreeing to adhere to the Code of Conduct. Please contact the Career Center with any questions careercenter@luc.edu; 773-508-7716.