

Late Cancellation and No-Show Policy

Students who miss a scheduled interview, or who fail to cancel their interview at least 24 hours before the time of an interview scheduled, Tuesday through Friday, and 72 hours before a Monday interview, will have their TartanTrak privileges suspended. Before on-campus recruiting privileges will be restored, the student will be expected to email or type a letter of apology to the recruiter. The letter must be approved by the student's career consultant prior to mailing. Once the student and career consultant have reviewed the letter and discussed the seriousness of this issue, privileges will be restored. Students can find the contact information for the recruiter in our Business Card Database. A second offense will have their TartanTrak privileges immediately and permanently revoked.

Career and Professional Development Center On Campus Interviewing Ethics Policy:

1. **You are expected to attend all scheduled campus interviews:** By missing or canceling an interview, without sufficient notification, you have wasted a time slot that could have been filled by another student.

Interview Cancellation Policy: If you must cancel a TartanTrak interview, then please notify the Career and Professional Development Center, 412-268-1646 or gsmarnell@andrew.cmu.edu. It must be done at least 24 hours before the time of an interview scheduled, Tuesday through Friday, and 72 hours before a Monday interview. Students who are a 'no show' or 'late cancel' may forfeit their interviewing privileges for the remainder of the academic year.

2. **You are expected to be on time for a campus interview:** Please arrive in the Career and Professional Development Center, 10-15 minutes before your interview. Being late reflects badly on you as a candidate and disrupts the appointment times of other candidates on the schedule.
3. **You are expected to present your qualifications in a truthful manner:** This applies both to information on your resume/cover letter and to your answers in interviews. Information you provide during the interview process can be verified and a false statement could cost you the job (even after the company has agreed to hire you).
4. **You are expected to honor all agreements made with recruiters, this is especially true of site visits:** When you accept a second interview opportunity with a company, you set into motion a whole series of travel arrangements, scheduling, hotel reservations, and a host of other details. If you subsequently fail to follow-through with the site visit without giving the company enough advance notice of your decision, you will cost them a considerable amount of wasted time and money as well as denying another student the opportunity to interview. This could impact the organization's actions regarding future recruiting activities at Carnegie Mellon.
5. **You are expected to honor all agreements made with recruiters, this is especially true of accepting a job offer:** Accepting a job offer is giving your word to that employer. By going back on your word (or reneging), you affect more than yourself. Reneging is highly unethical and risky. First, you will NEVER be able to work for that employer. It makes you look bad and makes Carnegie Mellon look bad. That employer may

not want to recruit here in the future. Finally, word may spread among recruiters in your field and could potentially affect your future employment opportunities.

- 6. You are expected to cease interviewing upon your acceptance of a job offer:** Continuing to look for employment after accepting an offer - either verbally or in writing - is highly unethical and potentially risky for your career (If you are discovered word will spread among recruiters in your field and could potentially affect your future employment opportunities.)

Offer Policy

Fall Interviews:

Employers conducting interviews in the fall semester must give students until the first business day of December to respond to an offer, without pressure to respond on an earlier date. Students interviewing on or after the first business day of December should be given three weeks to respond to an offer.

Spring Interviews:

Employers conducting interviews in the spring semester must give students three weeks to respond to an offer, without pressure to respond on an earlier date.

Full-time Offers to Summer Interns:

Employers who give an offer for full-time employment to a student who has had a summer internship with the employer must give students until the first business day of November to respond to an offer, without pressure to respond on an earlier date.

PLEASE NOTE: In all cases, employers must give students at least 3 weeks to make a decision.

Employer On-Campus Recruiting Policy

The Career and Professional Development Center Staff motivates and empowers students to explore options and pursue careers. The center provides a comprehensive range of services, programs, and materials focusing on career exploration and decision making, skill development, experiential learning, and career placement. The Career and Professional Development Center is committed to assisting organizations in meeting hiring needs for the mutual benefit of Carnegie Mellon students and the organizations which employ them.

Carnegie Mellon adheres to the National Association of Colleges and Employers (NACE) [Principles for Professional Conduct](#)⁴. We expect that you have read and understand these principles and that you agree to adhere to them throughout your contact with us.

The Career and Professional Development Center serves all students on campus, undergraduates through doctoral candidates, except MBA candidates and School of Public Policy students. MBA candidates can be recruited through the [Tepper School of Business Career and Professional Development Center](#)⁵, and Public Policy students can be recruited through the [H. John Heinz III School of Public Policy and Management Career and Professional Development Center](#)⁶.