

# On-Campus Recruiting Candidate Agreement Form

**Please Print.**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Year in School:  Fresh.  Soph.  Junior  Senior  Masters/MBA  Alumnus

Major: \_\_\_\_\_

By participating in the On-Campus Recruiting Program, I agree to:

- Apply only to those positions that I am interested in, qualified for, and wish to pursue
- Honor all interview commitments I make
- Represent myself accurately and honestly on resumes and in interviews
- Stop interviewing when I have accepted a job offer
- Notify the Career Center of any job offer I accept
- Accept a job offer in good faith with the intention of honoring that commitment
- Adhere to the below mentioned policies of the On-Campus Recruitment Program, and realize:

To apply and be eligible for on-campus recruiting positions, I acknowledge that I fall within one of the below mentioned categories:

- I am a sophomore or junior applying for internships
- I am a current senior
- I am a current graduate student applying for jobs and internships that desire graduate level experiences
- I am an alumnus that graduated less than 6 months ago

**Misrepresentation**

Students are required to represent themselves truthfully and ethically to employers, the University, and the Career Center. GPA's, personal and professional accomplishments, eRecruiting profiles, majors/minors, participation in honors programs, and work status (visa status vs. permanent resident) must all be represented accurately and truthfully. Students that falsify accomplishments or misrepresent themselves will be prohibited from further participation in the On-Campus Recruitment Program. All instances of falsification or misrepresentation will be referred to University administration for violation of the Student Conduct Code.

(over)

**On-Campus Interview Cancellation**

Interviews must be cancelled by 8:00 a.m., 48 hours before the scheduled interview. After the 48 hour time period has elapsed, all interview schedules will be frozen and neither students nor employers will be able to change their schedule information. Students that cancel an interview with less than 48 hours notification will have their eRecruiting Account deactivated. At that time, the students will be sent a 'Missed Interview Explanation Form.' Students must complete the 'Missed Interview Explanation Form' and return the form with proof of excuse to the On-Campus Recruitment Manager, Sarah Brown, [sbrown6@depaul.edu](mailto:sbrown6@depaul.edu) within 5 business days. If the Form is returned with proof of excuse within 5 business days, the cancellation will be considered excused and the student's eRecruiting Account will be reactivated. Students who fail to return the Missed Interview Explanation Form will be denied access to their eRecruiting Account and will not be allowed to participate in On-Campus Recruiting for the remainder of the Academic Year.

Students may not cancel more than 2 interviews with 48 hour notification without penalty. The third interview cancelled with 48 hour notice will result in the revocation of student On-Campus Recruiting and eRecruiting privileges for the remainder of the Academic Year.

**Please note: All students will be expected to honor On-Campus Interviews previously scheduled with other companies. However, all pending OCR applications will be revoked.**

**On-Campus Interview No-Show Policy**

Interviews that students do not attend and fail to notify either the employer or the Career Center of their absence are considered missed interviews.

*First Missed Interview:* The student's eRecruiting account will be deactivated and the student will be sent a 'Missed Interview Explanation Form' electronically. The student must complete the 'Missed Interview Explanation Form' and return the form with proof of excuse to the On-Campus Recruitment Manager, Sarah Brown, [sbrown6@depaul.edu](mailto:sbrown6@depaul.edu), within 5 business days. If the Form is returned with proof of excuse within 5 business days the missed interview will be considered excused and the student's eRecruiting Account will be reactivated. \*Students that fail to return the Missed Interview Explanation Form will be denied access to their eRecruiting Account and will not be allowed to participate in On-Campus Recruiting for the remainder of the Academic Year.

*Second Missed Interview:* Student's eRecruiting account will be deactivated. All On-Campus Recruiting privileges will be revoked, and students will be denied access to their eRecruiting account for the remainder of the Academic Year.

**Please note: All students will be expected to honor On-Campus Interviews previously scheduled with other companies. However, all pending OCR applications will be revoked.**

*\*By signing this document, I agree to adhere the policies and procedures of the On-Campus Recruiting Program. I understand that I am subject to punitive measures if I do not comply with the policies outlined above.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_