On-Campus Recruiting Policies

The Career Management staff has developed a set of policies that enable the office to provide high-quality service to students and employers. Adherence to these policies creates a professional environment and positive image of individual students, the MMH program, and the School of Hotel Administration.

A detailed explanation of all of these policies is available through the Cornell Career Services website at: http://www.career.cornell.edu/downloads/Recruiting/StudentPolicies08-09.pdf

Participating in on-campus recruiting requires you to abide by the following:

**Policies Relating to On-Campus Recruiting**

**Students**

Cornell CareerNet (CCNet), is a tool designed to manage the logistics of the on-campus recruiting process. It allows students 24-hour online access to job descriptions and recruiting information. Students will use CCNet to:

- submit resumes and cover letters for job opportunities.
- sign up for interviews.
- view the schedule of company presentations.

You must adhere to the following policies:

1) The **deadlines** for resume submissions and sign-ups are noted in CCNet. You are responsible for keeping track of all on-campus recruiting deadlines and all appointments.

2) **Signing up for an interview is a serious commitment.** Any student who does not keep an interview appointment may lose the privilege of participating in on-campus interviewing (refer to the Interview Cancellation Policy for details). Be punctual, and remember the time and location of your interview. **If an emergency prevents you from interviewing, you must call the OSS (607-255-6376) immediately so the recruiter can be notified.**

3) **You must accurately present your qualifications.** Falsifying your major, citizenship, graduation date or any other information in your CCNet profile in order to make yourself eligible for positions is considered a violation of Cornell’s Campus Code of Conduct and Code of Academic Integrity, and is grounds for referral and/or removal from the Cornell CareerNet system.

4) **Only apply for positions that fit your background and interests.** It is not fair to the company or your classmates to fill an interview slot if you are not seriously interested. **Never accept an offer unless you fully intend to take the position offered.**
5) **If you accept an offer for employment** or choose to remove yourself from the on-campus recruiting process, notify your advisor promptly. We can then give your time slots to other interested candidates.

**Companies**
- All companies recruiting on the Cornell campus are expected to commit to a policy of non-discrimination based on gender, age, race, color, religious creed, handicap, national origin, familial status, sexual orientation, or status as a disabled veteran.
- Companies should assume responsibility for all representations made by their recruiters and should use only qualified, informed interviewers.
- Recruiters are expected to conduct themselves in a professional and courteous manner, which includes asking only appropriate and legal questions.
- Companies are expected to hold offers of employment open for a reasonable period of time, allowing students to make an informed choice. We do not condone the use of “exploding offers.”

**Preparation**
Recruiters are asked for feedback regarding interviews. If recruiters bring to our attention their perception that a particular student is unprepared, the student must meet with an advisor and on-campus recruiting privileges may be suspended.

**On-Campus Recruiting Policies for International Students**
The Career Management staff provides companies with information regarding options for hiring international students in the U.S. The majority of companies have internal hiring policies in place that they follow for on-campus recruiting, and our office is obligated to adhere to those policies. If a company specifies that it is only interested in interviewing students with permanent U.S. work authorization, job opportunities listed in CCNet will be identified as “Work Authorization: Permanent U.S. Resident.” Job opportunities that do not require permanent U.S. work authorization will be identified as “Work Authorization: Student (F-1) Visa.”

**Policies Relating to Interview Cancellation**
Companies spend a significant amount of time and money to come to Cornell. When students cancel interviews, it has a negative effect on all involved. Adhering to the cancellation policy allows us time to contact students on the company waiting list who would like to interview. Before you commit to an interview, you should thoroughly research the company and the requirements of the position. **Students who wish to cancel an interview must do so during the interview signup date range in CCNet.** Once that date has passed, students should contact the Career Management staff directly. Cancellations for interviews will be accepted only if they are requested in person by 10:00am of the business day **prior** to the interview day. For example, if the interview is on a Tuesday, you must cancel by 10:00am on Monday. To cancel a Monday interview, you
A student who cancels after the deadline for an interview will be considered a no-show (see information on no-shows below).

If an extreme emergency arises and you are not able to attend a scheduled interview, notify the OSS at (607) 255-6376.

**Policies Relating to No-Shows**

**First offense:**
A student who misses an interview (or the cancellation deadline) must meet with an advisor to discuss the reason for canceling. The student must present a copy of an apology letter or blind copy the advisor on an e-mail letter to the recruiter.

**Second offense:**
A student who is a no-show for two interviews will lose on-campus recruiting privileges for the remainder of the academic year. The student must also complete the letter of apology procedure as stated above.

**Policies Relating to Accepting an Offer**
When you accept an offer, you must notify an OSS advisor, and discontinue interviewing.

Be absolutely sure when you accept an offer that you intend to take the job. When possible, wait until you have received all job offers before you make this important decision. If you feel that a company is rushing you to make a decision, discuss the situation with an advisor.

If you are unhappy with an offer you have accepted, you are encouraged to discuss the situation with your OSS advisor before you take any action. **Reneging on accepted offers is a violation of Hotel School policy.** If you violate school policy by reneging, you will be required to meet with an OSS advisor. Each case will be evaluated individually pending the discussion of your situation and a determination will be made about the additional loss of on-campus recruiting and alumni network privileges.

**Policies Relating to Company Events**
All students who attend company events sponsored by the Hotel School are representing the School. Our expectations for behavior and dress are outlined below.

**Appropriate Attire**
As a courtesy to our visitors and to your colleagues, all students who attend company events must dress appropriately. For the annual Career Day and for all company presentations, business attire is appropriate unless otherwise noted in CCNet. Atrium company showcases and Q&A sessions are designed to be informal; however, keep in mind that first impressions are very important.
**Behavior**
Students are expected to treat every visitor to the School with courtesy and professionalism at all times.

It is highly recommended - and for some companies, mandatory - that you attend all presentations conducted by the company with whom you have scheduled an interview. You are expected to arrive on time for company presentations. If you must leave early, sit near an exit to minimize disruption.