

RELEASE OF PERSONAL INFORMATION

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, I hereby authorize Elon University Career Services to release to prospective employers my name, address, telephone number, e-mail address, resume, and other information contained in my Elon Job Network profile for the purpose of assisting me in securing internships or employment.

I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to records to which access has been previously granted or which have been released to employers prior to the date of revocation.

Additionally, I am aware that the resume referral service is not able to screen out a registrant's current employers and that referrals will be sent to all employers where my interests and qualifications match the employer's needs.

The Office of Career Services takes reasonable and appropriate measures to ensure that the personal information collected is stored in secure operating environments that are not available to the public. Although user demographics and information are gathered to compile statistics or analyze services, this does not personally identify you, nor will it be made available to third parties unrelated unless required by law.

Please note: Since the internet is an open system, there is no absolute guarantee that others will not intercept the personal information you have entered. Although this possibility is remote, it does exist.

STUDENT CODE OF CONDUCT

To provide students and employers with a mutually rewarding experience, Elon University Career Services requires adherence to professional and ethical standards. Student behavior directly reflects upon Elon University and the current and future relationships that it builds with employers.

This code provides a framework for students to openly and ethically conduct career search activities, participate in equitable recruitment processes, and make informed and responsible career decisions. The expectations outlined below pertain to all career search activities, including job/internship/graduate school applications, on- and off-campus recruiting, networking with alumni and professionals, career fairs, and use of the resources offered through Elon Career Services.

ALL STUDENTS ARE EXPECTED TO UPHOLD THESE POLICIES. ANY VIOLATION OF THE FOLLOWING IS GROUNDS FOR REVOCATION OF RECRUITING PRIVILEGES. IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THESE POLICIES, PLEASE CONTACT CAREER SERVICES AT 336-278-6538.

1. I understand that my job/internship/graduate school search is ultimately my responsibility.
2. I understand that I must not misrepresent myself at any time in the recruiting process. This includes, but is not limited to, content on resumes, cover letters, and while interviewing.
3. I understand that employers have the right to verify all pertinent/legal information regarding my candidacy. Examples of misrepresentation include employment status, GPA inflation, exaggerated job responsibilities, or overstated foreign language competency.
4. I understand that on-campus recruiting activities are limited to enrolled students who are in good standing. (Note: When studying abroad, students may correspond with employers and participate in "resume collections;" however, they are not eligible to participate in on-campus recruiting activities.)
5. I understand that I should ethically only interview if I have a sincere interest in the employer.
6. I understand that I am expected to dress in appropriate professional attire for all interviews unless specifically exempted by the employer.
7. I understand that I should NOT expect reimbursement from employers for any expenses incurred during the interview process unless explicitly stated prior to the interview. It is strongly recommended that statements of reimbursement be in writing.
8. I understand that I may ethically accept only one offer for a job or internship, and that I must immediately cease job search activities and withdraw from all other interviews once I have accepted an offer. (If you would like assistance in communicating or negotiating with employers, please contact Career Services at 336-278-6538.)
9. When I accept a job or internship, I will notify Career Services by submitting the details via email to careerservices@elon.edu or using the "Report a Hire" feature in the Elon Job Network system.

INTERVIEW CANCELLATIONS

An interview is a professional commitment. Failure to keep an appointment or late notification of unavailability is unacceptable. Students who commit to interviews (on-campus or off-campus interviews, including mock interviews) are expected to keep their appointments. If, however, you should find yourself unable to attend an interview, please notify Career Services at least 2 business days prior to your scheduled interview if you wish to cancel. However, if you have a last-minute emergency, please call Career Services (336-278-6538) so that we may notify the recruiter. You are permitted no more than one employer interview cancellation per academic year.

INTERVIEW NO-SHOWS

A "no-show" is not acceptable and reflects poorly on your future candidacy and on Elon. Additionally, you are depriving another student of the opportunity to interview. A student who "no-shows" will not be allowed to sign up for further interviews until (s)he writes a letter of apology to the recruiter within 5 working days from the interview date. You must mail the original apology letter to the employer and provide a copy of that letter to Elon Career Services (careerservices@elon.edu). You are permitted no more than one "no show" per academic year.