Job Search Code of Ethics

Please read this page carefully. It states the policy for use of ENGenius.Jobs, our online recruiting system powered by NACElink/Symplicity. By using ENGenius.Jobs, you are indicating your acceptance of the terms of the Job Search Code of Ethics.

User Eligibility: Employer contact information included in ENGenius.Jobs is provided for the use of University of Michigan College of Engineering and Computer Science students/alumni at the Ann Arbor campus. Employer representatives expect that any correspondence (e.g., e-mail messages, telephone inquiries) will only be from engineering and computer science applicants who are enrolled or alumni of the Ann Arbor campus. Maintain the confidentiality of your password and use caution and common sense when using the website.

Falsification of Data: Providing inaccurate information in order to meet the eligibility requirements for a specific company schedule is inappropriate. Review your ENGenius.Jobs profile information and resume for accuracy. Students who falsify information on their resume and within their ENGenius.Jobs profile will not only be removed from interview schedules, but will be blocked from the system for the remainder of the academic year. Any further violation will result in a permanent deactivation of your ENGenius.Jobs account.

Interview Cancellation and No-Show: Interviewing on or off campus is a privilege granted to you by employers who have provided their staff, financial resources, and time to meet you at your convenience. Only request interviews for positions that seriously interest you. If you find that you must cancel an interview, then you are required to abide by the following ECRC policy.

Cancellation
If the interview is more than three (3) business days away, you may cancel it without penalty using ENGenius.Jobs. If you need help canceling your interview via ENGenius.Jobs, please contact the ECRC immediately.

Late Cancellation
Canceling an appointment three (3) business days or fewer before the interview date is considered a late cancellation. Late cancellations should only occur because of unforeseen circumstances such as a serious illness or death in the family. To cancel an interview within three business days of the interview date, you must call the ECRC at 734-647-7160.

After notifying the ECRC, you must send an apology letter via email to the recruiter that explains the circumstances that caused you to miss your interview and either deliver a copy in person to the Engineering Career Resource Center in 230 Chrysler Center, North Campus or e-mail a copy to ecrc-info@umich.edu. This apology letter must be sent within three business days of your interview date. The recruiter's address may be obtained from ENGenius.Jobs or can be forwarded on your behalf by the ECRC. Failure to send an apology to the recruiter and provide a copy to the ECRC will result in a suspension of your ENGenius.Jobs privileges.

No-Show
Failing to attend a scheduled interview without notifying our office to cancel the interview is unprofessional and discourteous conduct. Individuals who do not show for a scheduled interview will have their ENGenius.Jobs account suspended.

To regain access to your ENGenius.Jobs account, you must send an apology letter via email to the recruiter that explains the circumstances that caused you to miss your interview and either deliver a copy in person to the Engineering Career Resource Center in 230 Chrysler Center, North Campus or e-mail a copy to ecrc-info@umich.edu. This apology letter must be sent within three business days of your interview date. The recruiter's address may be obtained from ENGenius.Jobs or can be forwarded on your behalf by the ECRC.
**Second Late Cancellation or No-Show**

Interview appointments must be kept to maintain integrity and professional conduct. A Late Cancellation or a No-Show for an interview is taken very seriously; therefore, a second violation of this policy will result in the suspension and possible permanent deactivation of your ENGenius.Jobs account. If a second violation occurs, you must send an apology to the recruiter within three business days of the missed interview, provide a copy to the ECRC at ecrc-info@umich.edu, and meet with the Director of the ECRC or his/her designee. Your ENGenius.Jobs account may or may not be reinstated, depending on the situation.

Note: *When a student is blocked from further use of the system, the student is still responsible for attending all previously scheduled interview appointments.*

On-campus interviewing is very competitive and highly sought after by all students. It is a privilege and not a right. A wasted interview slot represents a lost opportunity for another student and an enormous loss for the employer. Additionally, it reflects very poorly on the University of Michigan, which in turn, reflects poorly on you. *Show that you are a person of integrity who keeps commitments.*

**Offers and Acceptance of Employment:** We strongly encourage students to inform the ECRC of offers and acceptances of employment. Once an offer has been accepted, discontinue campus interviews and cancel any remaining interviews in accordance with the cancellation policy stated above. Students should also make every effort to avoid reneging on job offers. Gather information, ask plenty of questions, anticipate other offers, determine your career goals and needs, meet with an ECRC advisor, request an extension on the deadline, all in an attempt to make an informed decision regarding an offer of employment. Once that commitment is made, reneging on an offer has a very negative impact. It not only tarnishes your reputation but also damages the reputation of Michigan Engineers. Building a campus presence, identifying suitable candidates and participating in campus recruiting are time-consuming and expensive undertakings for employing organizations. Take your offers seriously and plan to honor your commitments. Because of this, before you retract a committed offer, you must contact the ECRC Office and set up an appointment with both an ECRC Career Counselor and the ECRC Director. In this meeting, you will consider your options and outline an apology letter to any affected employers. This letter will be forwarded to the employer(s) with the ECRC’s notification. Failure to contact the ECRC with a retracted agreement will result in the revocation of your ENGenius.Jobs account.

**Counseling Appointments:** Counseling appointments at the ECRC are in high demand. We take them very seriously, and we ask that students do the same. We understand that unforeseeable circumstances may occasionally cause a student to miss an appointment without cancelling. If, however, a student misses a second counseling appointment, the ECRC will revoke his/her ability to schedule future counseling appointments.

To avoid this penalty, if you find that you're not able to make an appointment, please send a note to ecrc-info@umich.edu or call the ECRC at 734-647-7160 prior to your appointment.

Please visit [http://career.engin.umich.edu/studalums/CodeofEthics.pdf](http://career.engin.umich.edu/studalums/CodeofEthics.pdf) for the most up-to-date version of the Job Search Code of Ethics.