

# Job Search Code of Ethics

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

**User Eligibility:** Employer contact information included in *Engineering Careers, by Symplicity* 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 *Engineering Careers, by Symplicity* profile information and resume for accuracy. Students who falsify information on their resume and within their *Engineering Careers, by Symplicity* 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 *Engineering Careers, by Symplicity* 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 *Engineering Careers, by Symplicity*. If you need help canceling your interview via *Engineering Careers, by Symplicity*, please contact the ECRC immediately.

## **Late Cancellation**

Canceling an appointment three (3) business days or less 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](mailto: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 *Engineering Careers, by Symplicity* 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 *Engineering Careers, by Symplicity* 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 *Engineering Careers, by Symplicity* account suspended.

To regain access to your *Engineering Careers, by Symplicity* 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](mailto: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 *Engineering Careers, by Symplicity* 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 *Engineering Careers, by Symplicity* 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](mailto:ecrc-info@umich.edu), and meet with the Director of the ECRC or his/her designee. Your *Engineering Careers, by Symplicity* 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 renegeing on accepted 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, renegeing on an accepted 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 Advisor 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 *Engineering Careers, by Symplicity* account.

**Appointment and Event Attendance:** The ECRC's career advising appointments, workshops, and other events are in high demand. Many of the ECRC's events require advanced registration. You are expected to attend appointments and events for which you have registered. It is important to remember that students who sign up for an appointment or event and then do not attend have taken a spot that another student could have used. In addition, employers frequently participate in our events, and a smaller-than-anticipated audience damages the college's relationship with affected employers. Please also note that events typically start promptly at their scheduled start-time and not on "Michigan time." If you are late to an event, your spot may be given to another student.

If you sign up for an advising appointment or register for an event and find you can no longer attend, please cancel your registration at least 24 hours prior to the appointment/event via *Engineering Careers, by Symplicity*. If unforeseen circumstances occur within 24 hours of the appointment/event and you are no longer able to attend, please notify the ECRC as soon as possible at [ecrc-info@umich.edu](mailto:ecrc-info@umich.edu) and provide a brief apology that the ECRC can forward to any guest speakers.

The following actions apply to students who are absent for an appointment or event for which they had registered and who have not informed the ECRC ahead of time:

1. For a first absence, a warning will be sent to the student.
2. For a second absence, the student's ability to schedule career advising appointments and register for events in *Engineering Careers, by Symplicity* will be suspended.