

Revised August 2015

ROCKWELL CAREER CENTER CODE OF ETHICS

The Rockwell Career Center (hereby "RCC"), C.T. Bauer College of Business (hereby "Bauer") at the University of Houston (hereby "UH") **requires** students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the policies and expectations put forth by Bauer and the RCC. The Bauer Code of Ethics and Professional Conduct (hereby "Bauer Code") and the RCC take this issue seriously.

By selecting "yes" on your profile and by reviewing the links below, you have acknowledged that you have read and agree to the terms of the RCC Code of Ethics and the Bauer Code as stated on the homepage of your Bauer Career Gateway account and the Bauer College website.

The RCC's Code of Ethics is based on the **Bauer Code**. The Bauer Code is a set of ethical principles designed to maintain a high standard of behavior among Bauer students. The RCC's Code of Ethics provides a framework for developing and maintaining professional relationships with employers, RCC staff, and classmates. Failure to uphold this code may result in a loss of RCC privileges.

STUDENT RESPONSIBILITIES

In addition to the policies outlined in the RCC's Code of Ethics, students have the following responsibilities:

- **A student should fulfill all promises and obligations.**

It is the student's obligation to fulfill any obligation undertaken. If a student makes an appointment for an interview with a prospective employer or RSVP's for an event with them, the person to whom the promise was made may reschedule other appointments, make travel arrangements, or incur other expenses related to the interview or meeting. If an emergency warrants the student's absence, the student is obligated to promptly convey his or her apology and reason for missing the appointment. If a student does not promptly notify the other party regarding the reasons for his or her absence, the lack of personal accountability reflects poorly on both the student as well as the Bauer College as a whole.

- **All information on a student's resume, cover letter and application (including any documents used in any systems at UH, via social media, websites, etc.) must be truthful and up to date.**

Making false claims of educational achievements, skills, salary or other experiences reflects poorly on the student's character, as well as on the Bauer College. When a company interviews a student for a job (full-time, part-time and/or internship), the company relies on the representations made by the student when making its hiring decisions. A misrepresentation can result in termination if a hiring decision is made using this information.

- **Dress and conduct yourself in a professional manner befitting a Bauer student.**

- **Meet all online application deadlines for submitting resumes and obtaining interview times.**

- **Conduct extensive research about the industry, company, position, and yourself prior to your interview.**

- **Submit an RSVP when requested and follow through on commitments.**

- **Provide current and reliable contact information to the RCC and employers.**

- **Respond appropriately to communication from the RCC and employers.**

- **Be prepared for all recruiting events you attend including career counseling appointments, information sessions, and interviews.**

Inadequate preparation is disrespectful to the employer and other students who are participating in the event. Being prepared means arriving on time, dressing appropriately, having completed all company and industry research in advance; all electronic devices should be turned off.

- **Respect employers, RCC staff, and classmates.**

The way we treat our environment and other members of the Bauer College demonstrates how we value other people and the world in which we live. These values reflect how we later may treat our customers, clients, employees, and businesses. Each individual associated with the Bauer College deserves to be treated with respect both on and off campus. Doing so will enhance your reputation and the reputation of the Bauer College. Do not submit your resume to a position unless you are truly interested in the position. Do not participate in "practice interviews"; it is unfair to an employer to participate in an interview for a job you are not seriously considering. It is a waste of the employer's time and resources and may result in diminishing opportunities for your peers who are truly interested in the position. If you need to fine tune your interview skills, make an appointment with a career counselor for a mock interview.

- **Students should treat offers of employment appropriately.**

During the job interview process, a student may receive more than one offer of employment. Students must respond to every offer of employment, whether they accept or reject it. Accepting multiple offers of employment is unethical and can permanently damage the school's relationship with the employer. The acceptance of an offer is a contract and failure to honor that contract can result in a loss of Rockwell Career Center privileges. The job search stops once a job offer has been accepted (verbal or written).

- **Report your employment status.**

Students must complete a Graduating Student Survey in UHire (access at <http://hirebauer.com>) with accurate employment information. Individual salary and offer data provided by students is not released but the aggregate results are critical to current and prospective students, employers, and administrators. Bauer uses the information for reporting purposes for business school rankings. Providing accurate salary data to the Rockwell Career Center will greatly enhance the future value of your degree.

- **Uphold ethical guidelines for employers.**

The Rockwell Career Center adheres to the National Association of Colleges and Employers (NACE) Principles for Professional Conduct. These guidelines address the issues of offer timelines, exploding offers and bonuses, and other aspects of recruiting within the university environment. For more information, please visit the NACE Web site at <http://www.naceweb.org/principles/?referral=knowledgecenter&menuID=203&nodetype=4>.

In addition, MBA standards are upheld by the MBA Career Services and Employer Alliance (MBA CSEA). For more information, please visit the MBA CSEA website at:

<http://www.mbacsea.org/>

- **Only apply for on-campus interviews which you qualify for and with which you have a genuine interest.**

Falsifying qualifications (including sponsorship status) or academic standings to secure an interview and/or using employment interviews for practice are considered unethical.

- **Notify the RCC immediately if you encounter questionable practices or irregularities in the employment process.**

POLICIES

1. Class Attendance Policy

It is the policy of the RCC that classes and academic success come first in the lives of students. When scheduling interviews with companies, please make every attempt to schedule dates and times that do not conflict with classes.

2. RCC “No Show Policy”

a. Appointments

If a student misses a scheduled meeting/appointment without canceling prior to the meeting/appointment, they should contact an RCC staff member within 2 business days via email and or by phone. A student with one or more no shows without contacting the RCC is subject to being blocked in the Bauer Career Gateway system. The student will be notified and is required to meet with the appropriate RCC administrator.

b. Interviews or Mock Interviews

A scheduled interview is a professional commitment. If you, as a student, do not show up for a prearranged interview or do not give at least two (2) business days' notice of your intention to cancel the interview, we consider this a "no-show". Late cancellations or missed interviews are a hindrance to your success and leave a negative impact on the Bauer and our relations with employers. There are serious implications resulting from a late cancellation and a no-show.

i. Late Cancellation for Interviews

A late cancellation is defined as a cancellation with less than two (2) days notice prior to the interview date.

c. RCC No-Show and Late Cancellation Policies and Procedures

- i. If it is after the interview cancellation deadline day and time, contact the appropriate career center with which you scheduled your interview to cancel the interview appointment.

RCC, C.T. Bauer College of Business: 832-842-6120

University Career Services: 713-743-5100

- ii. At that time, a staff member will explain the late cancellation policy to you; late cancellations follow the same policy as no-shows.
- iii. The RCC will immediately inactivate your access to Bauer Career Gateway.

After the first missed interview or mock interview, interviewing privileges will be suspended and access to your Bauer Career Gateway account will be inactivated until you email a draft copy of an **apology letter** for initial review to the appropriate RCC administrator.

Upon approval of a final copy of the letter, it should be emailed to the employer and carbon copied to the appropriate RCC Administrator. At that point, access to Bauer Career Gateway will be reactivated.

Should you miss another interview, your use of your Bauer Career Gateway account will be deactivated until you make an appointment to speak with the appropriate RCC administrator.

If a late cancellation or no show was due to unforeseen and unavoidable circumstances, please contact the appropriate RCC Administrator.

3. Policy on accepting job offers and continuing to search for internships or jobs

It is advised that it is poor professional conduct to continue a job search after one has accepted a job or internship offer. Acceptance of a job offer or internship constitutes ceasing all job searching activities including resume submission, further interviewing, negotiating, etc. When an offer is accepted, a student must immediately contact all companies with which he/she has applications in process to withdraw from further consideration. The RCC is committed and available to advise students as it relates to issues of job search.

Employers take a harsh view of a student who accepts a position and later declines. This action is referred to as "reneging." Reneging can severely damage your reputation and the Bauer College, not only in the short-term but also for the duration of your career. Reneging also has negative implications on the University's relations with the employer and can affect opportunities for other UH students. The University does not sanction a renege situation on your part for any reason.

You can avoid a renegeing situation by carefully planning and managing your entire job search process.

- i. A job or internship acceptance is a major commitment to your new employer. When accepting an offer of employment, one must have every intention of honoring that commitment.
- ii. If you are not prepared to work for the company that makes you a job offer, respectfully decline the offer in writing in a timely manner and continue your job search.
- iii. As soon as you accept a position, you need to cancel all other interviews you have scheduled. It is inappropriate to continue discussions with other potential employers once you have accepted an offer.
- iv. If a student accepts admission to a graduate or professional school, or other post-graduate career opportunity, he/she must withdraw from the job recruiting process immediately if that academic program would interfere with work.

4. **Policy on posting positions**

The RCC is committed to maintaining privacy practices regarding electronic personal information for all our users. In accordance with the National Association of Colleges and Employers (NACE) Guide to Ethical and Legal Standards in Student Hiring, the RCC is committed to maintaining a recruiting process that is fair and equitable to students and employing organizations. To that end, all employers wishing to identify Bauer students utilizing Bauer Career Gateway must post positions within Bauer Career Gateway. This practice ensures compliance with NACE guidelines as well as federal law. For more information on NACE guidelines, please source www.nacweb.org. For more information regarding federal employment laws, please source www.dol.gov.

All data collected for our job listing/resume database and on-campus interviewing services are stored on NACElink secure servers (see also the [NACElink Privacy Policy](#)). Information collected is used to provide and tailor services to our users. It is also used to construct aggregate reports that assist us in program planning.

Collection and access to student information is governed by campus and federal policy under the [Family Educational Rights and Privacy Act](#), as well as the [UH Privacy Policy](#). All of our users' information is considered confidential and its use is restricted to RCC staff. Jobs posted directly to Bauer Career Gateway are reviewed by RCC staff for relevance; however, users are urged to validate job postings and use caution and common sense when applying. Do not disclose Social Security number, credit card information, or bank account numbers to unknown employers. If questions arise, please contact the RCC staff.

5. **Email Policy**

When contacting the RCC staff by email, you can generally expect a response within 48 hours (excluding weekends and holidays). In your email, please include your full name, PeopleSoft ID number, and preferred email address. If you do not hear back in that amount of time or your need is urgent, please call the RCC front desk at 832-842-6120.

6. **Policy regarding use of Gateway Account**

The Bauer Gateway and University Career Services accounts are for the exclusive use of Bauer College / University of Houston students. It is a violation of the Bauer and UH ethics codes for a student to allow access by others to their student accounts or to upload resumes or other documents for others. Violation of this policy will result in permanent loss of access privileges.