I. Expectations of Students and Alumni
The Office of Alumni and Career Services expects that students and alumni will adhere to a standard of professionalism, as a condition for participating in advising, programs, and on-campus recruiting. Professional standards of conduct and consequences are outlined as follows:

Recruiting Honesty, Integrity, and Professionalism - Student/Alumni Code of Conduct
In accordance with the University’s Honor Code, in order to participate in any recruiting activities facilitated by the Office of Alumni and Career Services, students and alumni are expected to uphold a standard of honesty, integrity and professionalism. Recruiting activities include, but are not limited to, office hours, job applications, interviews, information sessions, case competitions, and off-campus site visits and receptions, etc. To participate in any recruiting activity, I agree to abide by the following:

- Provide accurate and honest information about my education, achievements, and experience. For example, GPA should always be listed to the second decimal point, with no rounding, and should always match the most current transcript.
- Interview only with employers/organizations with whom I have a genuine interest, and not as a practice exercise.
- Prepare to the best of my abilities by using available resources; and conducting myself professionally as a representative of the University.
- Accept an employment or internship offer in good faith, with the full intention of honoring the commitment. There is a no tolerance policy for reneging on an accepted job offer, and consequences will ensue. If you are experiencing difficulty with an offer acceptance request, it is expected that you will reach out to Career Services for assistance before reneging on an offer.
- Withdraw from the interviewing process with other employers, immediately upon accepting a job or internship offer.
- Inform the Career Services staff upon accepting a job or internship offer.

Consequences:
Dishonest or unprofessional behavior, including reneging on offers, will result in the following:
- You will be blocked from access to SpiderConnect.
- You will NOT be eligible for further on-campus interviews during the current semester or the following semester in cases occurring after Nov. 1 and April 1.
- You MUST write a professional apology letter addressed to the employer and sent to the Director of Career Services for review.
- You MUST schedule within 24-hours and attend a mandatory face-to-face meeting with the Director of Career Services where your eligibility to participate in on-campus interviews and access to SpiderConnect will be reviewed.
- Failure to provide accurate and honest information will be seen as a violation of the “Lying” section of the University of Richmond Honor Code. This violation may result in
sanctions by the Honor Council as outlined in the University of Richmond Student Handbook.

Cancellation and No-Show Policy – Activities with Employers, Guest Speakers, and Alumni
The cancellation and no-show policy applies to, but is not limited to, individual interviews, group interviews, remote interviews, office hours, information sessions, Spider Roadtrips, Spiders in RVA, Spider in the Spotlight, Deconstructing events, and receptions. You are expected to honor all commitments. Reserving time/space without following through prohibits other students and alumni from taking advantage of the opportunity. Failure to keep commitments without a reasonable excuse reflects negatively upon you, your peers, the Office of Alumni and Career Services, and the University of Richmond. Please contact Career Services immediately if a situation arises that will cause an absence with an employer, guest speaker, or alumnus/a.

Cancellation Policy:
If you register for any of the above outlined activities and later determine that you cannot honor the commitment, you MUST cancel your registration through SpiderConnect no less than two (2) business days (M-F) in advance of the scheduled time, with the exception of Spider Roadtrips, in which case further advanced notice is required and outlined in each trip description. If SpiderConnect does not provide the option to cancel, it is because it is too close (within 2 business days) to the scheduled date and that employer has already been notified that you will be present. In that case, you will need to notify the Office of Alumni and Career Services immediately.

Consequences:
If you cancel less than two business days before, your absence will be considered a "no-show." There is a zero tolerance policy for "no-shows," and serious consequences will result:
• You will NOT be eligible for further activities with employers, guest speakers, and alumni, AND you will be blocked from access to SpiderConnect, until you abide by the following:
  o You MUST write a professional apology letter addressed to the employer/guest speaker/alumnus and sent to the Director of Career Services for review.
  o You MUST schedule and attend a mandatory face-to-face meeting with the Director of Career Services where your eligibility to participate in future activities and access to SpiderConnect will be reviewed.

Cancellation and No-Show Policy – Individual Advising Appointments
• A student or alumna/us is expected to be on time for a scheduled advising appointment.
• A student or alumna/us must notify the Office of Alumni and Career Services of a cancellation no later than 5 pm at least one business day prior to the appointment.
• Arrival later than 10 minutes after the scheduled appointment start time will be considered a missed appointment.
• If a student or alumna/us fails to follow the above guidelines twice in an academic year (July 1 – June 30), he or she will not be permitted to schedule an individual appointment with an advisor for the remainder of the academic year. He or she may meet with a career advisor for 15 minutes during drop-in hours (M-F, 2-4pm when fall and spring classes are
in session). The student or alumna/us may schedule an appointment when the new academic year begins.

- A student or alumna/us must be prepared to spend time and effort working with a career advisor to set their career development goals. Advisors can best assist students and alumni if they are committed to their own career planning success.

**SpiderConnect Opportunity Postings (job, internship, externship, and volunteer opportunities)**

SpiderConnect, the University of Richmond’s online recruiting database is your resource for career and experiential opportunities, on-campus and remote interviews, recruitment and career education activities, alumni networking, announcements, and experiential learning resources.

The Office of Alumni and Career Services maintains SpiderConnect as a service to Richmond students and alumni for their career development efforts.

- The provision of information in this database does **NOT** imply that University of Richmond has a relationship with the employer/organization or that the University has fully investigated the employer/organization and the nature of the work involved.
- The provision of information in this database does **NOT** indicate an endorsement or recommendation by the University of Richmond or the Office of Alumni and Career Services.
- It is the **responsibility of all potential candidates** (students/alumni) to exercise their own independent due diligence and take all necessary precautions when pursuing and accepting employment opportunities, including checking the credentials and integrity of an organization.
- Compensation, responsibilities, work conditions and similar items are **agreements between the student/alumni and employer/organization**.
- The University of Richmond does **NOT** accept responsibility for any liability arising out of an opportunity posted in SpiderConnect or from links provided to other websites.

**II. Expectations of the Office of Alumni and Career Services Staff**

The Office of Alumni and Career Services will keep all of your personal information private. All Career Services employees agree to and sign confidentiality agreements, prohibiting disclosure of student or alumni personal information. Your responses to questions on forms will only be used for demographic assessment and personal identifying data and will not be released beyond the Office of Alumni and Career Services. Confidentiality means that issues discussed in career advising will not be disclosed beyond the Office of Alumni and Career Services without your knowledge or written consent, unless Federal or State law mandates release of that information or there is a clear indication you are in danger of physically harming yourself or another person. Confidentiality also means your participation in career advising will not be revealed. No record of your use of this service will be kept in your college records, your credentials file, or academic transcript.

Career Services may write case studies to use for training or publications. Names and other details will be changed to protect the identity and privacy of individuals described. If you would prefer not be used in a case study, please tell your advisor.
The Office of Alumni and Career Services is a member of the National Association of Colleges and Employers (NACE) and follows the Principles for Professional Conduct for Career Services and Employment Professionals. This document can be found at http://www.nacweb.org/principles or upon request at the Career Services’ Office.

The Office of Alumni and Career Services complies with the Family Educational Rights and Privacy Act (FERPA). For more information, visit the Department of Education at http://www.ed.gov/.

Staff members are committed to treat all students and alumni with respect, regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership or activity in a local commission as defined by law. –Career Services demonstrate this respect and fair treatment by keeping appointments, providing equitable access to employment opportunities, by making every effort to notify you if a change in time is necessary, and by giving you their complete attention and avoiding interruptions during sessions.

### III. Expectations of Employers

As a member of the National Association of Colleges and Employers (NACE), the Office of Alumni and Career Services adheres to the policies and principles developed by this association, and we ask that employers adhere as well. The complete NACE Principles for Professional Practice for Career Services and Employment Professionals can be found here: http://www.nacweb.org/principles.

We expect that all employers, who work with the Office of Alumni and Career Services to recruit and hire students and graduates of the University of Richmond, to agree to the following policies:

Employment professionals will have knowledge of the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

Employment professionals will provide accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.

Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.

Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities.

Employment professionals will honor scheduling arrangements and recruitment commitments.
We ask that students be given the greatest amount of information possible when making their employment decisions. Students given sufficient time to gather thorough information related to all available job opportunities are more likely to make sound long-term employment decisions and are less likely to renege on job acceptances. If employment offers are extended early in the campus recruiting cycle, employers should provide students a minimum of three weeks to decide, whenever possible. Employers should provide students the opportunity to request deadline extensions to allow a reasonable period for investigation of other recruiting opportunities for comparison. We recognize that the definitions of "sufficient time" and "a reasonable period" will vary, given industry standards, a student's prior experience with the employer, offer timing, and proximity to graduation date/start time. Shorter decision time frames would be appropriate if the candidate’s graduation date and start date are very close.

As stipulated in the NACE policies, an exploding offer requires a student or an alumna/us to choose an employment offer within a very short amount of time or face having the offer rescinded. An exploding offer would not meet the period of time required for a decision based on these policies.

Please Note: The University of Richmond reserves the right to discontinue any or all services at any time or to revise the terms and policies of this agreement. When the policies are revised, they will be posted on the SpiderConnect and the Office of Alumni and Career Services web page. You should review these policies periodically to ensure that you are familiar with them and in compliance.

☐ I do hereby accept the terms of use outlined in the Office of Alumni and Career Services Student and Alumni User Agreement 2015-2016 for use of services.