STUDENT AND ALUMNI USER AGREEMENT
2016-2017

The Office of Alumni and Career Services (OACS) expects students and alumni to adhere to the following Professional Standards of Conduct, as a condition for participating in University advising, workshops, events, and recruiting.

Professional Standards of Conduct
I (student/alumnus/a) agree to:

• Provide accurate and honest information about my education, achievements, and experience. I understand that GPA should always be listed to the second decimal point, with no rounding, and should always match the most recent transcript. A GPA discrepancy may result in an Honor Code violation.
• Prepare to the best of my abilities, and conduct myself professionally as a representative of the University of Richmond.
• Accept an employment, internship, or shadowing offer in good faith, with the full intention of honoring the commitment. If I experience difficulty with an offer acceptance, I will contact OACS for assistance rather than accepting the offer and later reneging. Upon accepting an offer, I will withdraw from the interviewing process with all other employers.
• Cancel any attendance or reservation with adequate notice of two business days unless it is otherwise stated. If an emergency should arise and I am unable to honor my commitment, I will contact OACS immediately. I understand that my absence impacts others and potentially prevents an opportunity for a fellow student.

Failure to Comply with Professional Standards of Conduct
OACS expects each student and alumnus/a to adhere to these Professional Standards of Conduct. However, when a student or alumnus/a fails to comply, it reflects poorly on the University, jeopardizes recruiting relationships, and misuses University and partner resources. Depending upon the severity of non-compliance with the Professional Standards of Conduct, the following consequences may ensue:

• Honor Code violation
• Suspension of SpiderConnect access
• Suspension of on-campus recruiting
• Required meeting with the Director of Career Services
• Required letter (e-mail) of apology to all parties affected

SpiderConnect Release of Liability
SpiderConnect, the University’s online recruiting database allows students and alumni to search for opportunities posted by employers/organizations; as well as register for events, programs, sessions, etc. offered by OACS and partners.
• The provision of information in SpiderConnect does not imply that the 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 SpiderConnect does not indicate an endorsement or recommendation by the University or OACS.
• 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 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 does not accept responsibility for any liability arising out of an opportunity posted in SpiderConnect or from links provided to other websites.

Photography/Video Consent and Release:
By registering for an OACS provided/sponsored event, I understand and authorize the University of Richmond to copyright and publish all photographs and videos in print or electronic format in which I appear or speak that are taken by or for the University of Richmond. Contact OACS with questions or concerns regarding this University Policy.

Accommodations:
OACS encourages persons with disabilities to participate in events, programs, sessions, etc. sponsored by OACS or its partners. If accommodations are needed, contact OACS at least one week prior to the event. If participating in an event where food and drink will be provided, notify OACS of any dietary restrictions or life-threatening allergies.

Disclosure: 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 terms and policies are revised, they will be posted on SpiderConnect and the OACS website. These terms and policies should be periodically reviewed to ensure compliance.

Please Note: OACS and its employer partners agree to professional principles and standards of conduct. To review this information, please visit “Partners in Your Success.”

☐ I do hereby accept the terms of use outlined in the Student and Alumni User Agreement - 2016-2017.
PARTNERS IN YOUR SUCCESS:
Office of Alumni and Career Services and University Employer Partners

Office of Alumni and Career Services (OACS)
OACS employees agree to and sign confidentiality agreements, prohibiting disclosure of student or alumni personal information. Confidentiality means that issues discussed in advising appointments will not be disclosed beyond OACS 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 other person(s). Confidentiality also means your participation in career advising will not be revealed to persons outside the University. No record of your use of this service will be kept in your college records, or academic transcript. Finally, your responses to questions on forms will only be used for demographic assessments and personal identifying data will not be released beyond OACS.

OACS 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.naceweb.org/principles.

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

OACS staff is 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. OACS demonstrates this respect and fair treatment by keeping appointments, providing equitable access to employment opportunities, making every effort to notify if a change in time is necessary, and by giving complete attention and avoiding interruptions during appointments.

Employers
As a member of the National Association of Colleges and Employers (NACE), OACS adheres to the Principles developed by this Association, and we ask our employer partners to adhere to them as well. The complete NACE Principles for Professional Practice for Career Services and Employment Professionals can be found at http://www.naceweb.org/principles.

OACS requires that all employer partners agree to the following guidelines and policies:

- The best employment decisions (for both students and employers) are those that are made with the greatest amount of information. Students given sufficient time to gather thorough information related to all available job opportunities are more likely to make good long-term employment decisions. An exploding offer requires a student to choose an employment offer within a very short amount of time or face having the offer rescinded. When faced with exploding offers, some students may accept, continue their
job or internship search, and have the potential to renege on their accepted offer. Of course, reneging on offers is not condoned or tolerated by our office.

- Employers should provide students a minimum of six weeks from the first day of classes within that same academic semester to allow adequate time for decision-making. Regardless of the time of year, it is suggested that three weeks be provided for consideration, if possible. Students should also have the ability to request a deadline extension for the acceptance of an offer.
- OACS recognizes that the definitions of sufficient time and a reasonable period of time will vary, given industry standards, a student's prior experience with the employer, offer timing, and proximity to graduation date, and start time. Shorter decision time frames would be appropriate if the candidate's graduation date and start date are very close.
- Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.
- 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.
- 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.