

### **DePaul University Student Code of Conduct**

DePaul University guidelines for general student conduct can be found at this website: <http://studentaffairs.depaul.edu/handbook/codestudentresponsibility.html> . All Sales Leadership Program students should review and be aware of these guidelines.

### **Career Center On-Campus Recruiting Program Code of Conduct**

The Career Center guidelines develop for OCR student and alumni eligibility, mandatory student orientations, misrepresentation of information, interview cancellation policies, missed interview policies, and job acceptance standards can be found at this website: [http://careercenter.depaul.edu/student/job/ocr\\_policies.aspx](http://careercenter.depaul.edu/student/job/ocr_policies.aspx)

### **NACE Code of Conduct**

The National Association of Colleges and Employer (of which DePaul is a member) guidelines for the rights and responsibilities of job seekers can be found at this website: <http://www.naceweb.org/committee/whitepapers/fair.htm>

### **Sales Leadership Program Code of Conduct**

The Sales Leadership Program guidelines align closely with a number of other DePaul University departments with regard to academic performance and recruitment related activities:

#### ***Academic Related***

Students are expected to take significant responsibility for learning, class preparation, delivery of timely assignments, and quality of work:

- Students are expected to attend all classes and class events, be punctual, attend the full class period, and take breaks only as designated by the professor. Students may get permission in advance from their professor for being late, absent, or leaving early based on specific circumstances. ***An absence of 20% or more of the classes in the Sales Leadership Program may result in a grade of FX for the course.***
- Students are expected to refrain from disruptive activity during class, such as cell phones, side discussions, Internet use, and interruption of the flow of the class. Student discussion should be conducted only as designated by the professor.
- Students should never seek to influence the grading decision of the professor by sharing information with the professor that is outside the syllabus grading criteria, such as the need for specific grades related to employment, reimbursement, or scholarships.
- Students are expected to represent themselves, their experience, and their academic and work credentials honestly in all communications, including all aspects of the job search process.

### ***Recruitment Related***

Students are expected to take significant responsibility in their dealings with recruiters and any other representatives from firms recruiting students from DePaul University:

- Students should prepare an accurate resume which includes all relevant information, including grade point average, and should be especially diligent in their cover letters and resumes to eliminate spelling or grammar errors.
- Students should never take any action to misrepresent or disguise information which might harm the Sales Leadership Program or DePaul University.
- Students should contact and gain permission from references in advance of providing those references to any prospective employer. Further, students should notify references in advance of any expected contact from a prospective employer.
- Students should be aware that prospective employers will investigate details of resumes, including level of participation in student organizations and especially grade point averages
- Students should act in a professional, respectful manner when attending workshops and presentations by DePaul's Career Center, firms, or student organizations. If a student decides to cancel a workshop offered by the Career Center, the student should provide 24 hours advance notice.
- Students should be diligent in preparing for interviews. This requires that students practice interviewing skills and research the company and its industry prior to the interview. Timely arrival at the interview, appropriate dress, and a "thank you" note immediately following the interview are mandatory minimums in dealing with a prospective employer.
- Students who find it necessary to cancel an interview should provide reasonable notice (at least 3 days), unless an unforeseen emergency arises. Notice of cancellation should be provided both verbally and in writing. Failure to show up for a scheduled interview is extremely unprofessional and can affect your future career opportunities.
- Students who receive a job offer, written or oral, should advise the firm of their decision within the firm's deadline (or sooner), assuming that the time provided by the firm for a decision is reasonable (at least two weeks). If the student needs an extension, the student should advise the employer as soon as possible. Under no circumstances should a student accept a position and continue their job search.
- Students who encounter inappropriate behavior on the part of the employer or who feel pressured at any time to make a decision either verbally or in writing and does not feel comfortable given the time frame should contact the Career Center immediately to report this incident or seek assistance.

- Students who have accepted a position should discontinue all job search activities immediately upon such acceptance. Accepting a position and continuing to search after that acceptance is unethical behavior. It is also unethical for students to renege on an offer and accept a later offer. Please notify the Career Center immediately of any job or internship acceptance, and also notify any employers where you may have a pending interview of your unavailability.
- Students who accept job and internship offers are expected to honor commitments made to employers either orally or in writing. Students should also notify the Career Center if there are significant changes in commitments that they receive from recruiters or employers either verbally or in writing, such as rescinding a job offer.
- Students should never misrepresent their willingness to relocate in order to secure a job or internship offer, given the nature of the sales profession. Additionally, students should ensure that, if a job offer entails the necessity to commute, that they have the ability to do so prior to acceptance of the position. In both cases, students who take such positions under false pretenses not only damage their own reputation and that of the program, but preclude another deserving student in the program from accepting a position who may have been willing to commute or relocate.
- Students should generally make every effort to conduct themselves in a professional and businesslike manner which will reflect well upon their candidacy for positions, as well as the program and DePaul University.
- Students who have questions regarding appropriate behavior in interviewing, recruiting, and job consideration circumstances should contact the Career Center for guidance if they are unsure of the proper conduct in a unique situation.