

Student On-Campus Recruiting Policy

Updated January 2021

The on-campus recruiting events organized by the Career and Professional Development staff provide St. Norbert students the opportunity to interact with many professionals in the community. Therefore, it is in the best interest of all program participants to be professional, organized and well-prepared. The policies below ensure a favorable impression of St. Norbert College students and graduates.

Expectations of Students

Provide accurate information

- o Job search materials should be truthful and accurate.

- Act with integrity.

- o Honor all scheduled appointments/interviews.
- o Schedule appointments/interviews only with employers and counselors you have a **genuine interest** in working with.
- o Accept an offer of employment in good faith and notify employers of acceptance or non-acceptance of the offer.
- o After accepting a position, withdraw your candidacy from all other interviews.

- Failure to comply.

- o Failure to attend a scheduled on-campus interview may result in losing the privilege to participate in future employer-related events. The only acceptable excuse is a substantiated family/personal emergency. If you do not show up for a scheduled interview on-campus, you will be required to write a letter of apology to the employer and give a copy of the letter to the Career & Professional Development office within two days of the missed interview.

Failure to adhere to any of the above office expectations may result in suspension of access [to Handshake](#), or future on-campus recruiting privileges with the Office of Career & Professional Development.