

## **STUDENT INTEGRITY AND SOCIAL RESPONSIBILITY AGREEMENT FOR ENGAGEMENT WITH THE BOSTON COLLEGE COMMUNITY**

As a student at Boston College, I will conduct myself appropriately and ethically throughout all my professional interactions. I understand that my actions reflect upon Boston College, my fellow students, and me, and that the Career Center is committed to helping me develop the skills necessary to succeed in fostering professional connections and pursuing professional opportunities and goals.

To that end, the following policies and principles have been established to ensure my professionalism during the career development and job/internship search process throughout my time at Boston College. I understand that I am expected to adhere to these principles and standards in all of my interactions, both on and off campus, with BC alumni, parents, employers, community members and any other Boston College student, faculty or staff member. I also understand that the Career Center adheres to its own set of [shared values](#) and holds itself and its employer partners, alumni, and other community partners to the highest level of professional integrity and social responsibility as established by the [National Association of Colleges and Employers Principles for Ethical Professional Practice](#).

### **Honesty and Integrity**

I understand that honesty and integrity throughout the career development and job/internship search process reflect on my character. Therefore, I will provide accurate information in all materials and actions in the pursuit of a meaningful professional future.

### **Professional Conduct**

I understand that communicating and presenting myself in a professional manner and being courteous and respectful in my dealings with others – whether such interactions are face-to-face, in writing, by phone, or virtually – is critical in my career exploration and job/internship search as well as for my professional development.

To that end, I will:

- Monitor publicly available content by and about me (text, voice and picture), including content and photos found on search engines, personal blogs and social networking sites, and make reasonable efforts to remove material that professionals may deem inappropriate or unprofessional;
- Acknowledge calls, emails, and invitations for interviews, appointments, events, and informational discussions and respond appropriately in a timely manner;
- Attend all one-on-one and group interactions with employers, alumni, Career Center staff and other professionals (including on and off-campus interviews, information sessions, employer site visits, coaching appointments, office hours/coffee chats, interview coaching nights, career fairs, industry nights, etc.) that I have registered for;
- Provide two business days' notice for any cancellation, if possible, and notify the Career Center should any unforeseen circumstances occur that prevent my participation;
- Withdraw from all internship search activities once I have accepted an offer for that particular semester or summer; and
- Withdraw from all job search activities once I have accepted an employment offer.

By reading this social responsibility and integrity agreement, I acknowledge the following:

### **CAREER COACHING AND EVENT ATTENDANCE POLICIES**

Attendance at Career Center coaching appointments and workshops and other events is expected if you register

in advance. Space can be limited for certain events and by failing to attend, you may be preventing other students of the opportunity to have a timely career coaching appointment or attend an event from which they could benefit.

If you can no longer attend a career center event, you may cancel your registration via Handshake or by contacting the Career Center at [career.center@bc.edu](mailto:career.center@bc.edu) or 617-552-3430.

Cancellation of a career coaching appointment is appreciated 24 hours in advance. If you cannot keep your scheduled appointment, you may reschedule or cancel via Handshake or by contacting the Career Center at [career.center@bc.edu](mailto:career.center@bc.edu) or 617-552-3430.

Repeated no-shows for career coaching appointments, workshops or events may result in the suspension of your Handshake account and from all services provided by the Career Center.

## **CAMPUS RECRUITING POLICIES**

### **Accuracy of Information**

All information submitted to the Career Center or to an employer, directly or indirectly, must be accurate and truthful. In addition to concerns of ethics and integrity, accuracy of information is critical as many employers verify information submitted by candidates for employment. Discrepancies in information have resulted in the withdrawal of job offers, as well as termination of employees already on payroll following the discovery of such.

Any falsified information on your resume, cover letters, Handshake profile, employer applications, or other job candidate documentation may result in:

- The suspension of your Handshake account and campus recruiting services provided by the Career Center; and/or
- Referral to the Office of Student Conduct for judicial action.

### **Interview Cancellation**

On-campus interviewing is a privilege offered to each student-candidate. Each candidate is expected to attend all scheduled interviews. You may not withdraw your application after an employer has accepted you for an interview or as an alternate. Cancellations are prohibited without sufficient notice provided to both the affected employer and the Associate Director for Employer Engagement. If extenuating circumstances require a cancellation, a minimum of 48 hours notice is required. Cancellations must be addressed in writing (via email) to the employer, addressing the reason for canceling the interview. You must cc: the Associate Director at [student.recruiting@bc.edu](mailto:student.recruiting@bc.edu).

### **Late Arrival to Interviews**

If a candidate is late for an interview, it will be at the discretion of the recruiter as to whether the interview will be conducted. Plan to arrive at the Career Center approximately 10 minutes prior to your scheduled interview time in case the recruiter is running ahead of schedule.

### **No Show**

Failure to honor an interview appointment is considered a serious breach of courtesy and ethics. A letter of apology, including an explanation as to why you missed the interview, must be submitted to the employer within 24 hours. You must cc: the Associate Director for Employer Engagement at [student.recruiting@bc.edu](mailto:student.recruiting@bc.edu). The Associate Director will determine your eligibility to continue in future recruiting programs, services or events. Invalid explanations and/or repeat no-show behavior will result in immediate suspension of your Handshake account and from all services provided by the Career Center.

## **Students Studying Abroad**

Students studying abroad and applying for positions (jobs or internships) posted in Handshake should indicate clearly on their resume and in their cover letter or other application materials that they are studying abroad, noting the semester and the exact dates when they will be off-campus. If the employer is conducting **ON-CAMPUS** interviews for the position while the student is abroad, it will be at the interviewer's discretion whether the student is selected and whether an interview will be conducted during the scheduled interview date via Zoom, or other virtual remote means, or if alternative arrangements will be made.

If you are invited for an on-campus interview while abroad, it is critical that you contact [student.recruiting@bc.edu](mailto:student.recruiting@bc.edu) as soon as possible for help scheduling your virtual interview. Students are welcome to use the Handshake platform to contact the employer directly via email to inquire about possible interview arrangements while they are abroad.

## **Job Offer Policy**

When you accept an offer, you are agreeing to work or intern for that specific organization. All previously scheduled interviews must be canceled and you are no longer eligible to continue to apply for other positions. If you receive an offer and are not ready to accept it, we suggest that you speak with a member of the Career Center staff about how to manage your decisions. The Career Center has an [Employer Recruiting Policy](#) in effect to which employers must adhere in order to participate in recruiting programs. One section in particular relates to the timeline for job offers. Please reference this document to support your decision-making process once you have been extended an internship or offer of employment.

Any candidate who has reneged on an accepted offer obtained through the Career Center may be suspended from all future services provided by the Career Center.

## **Consequences of Improper Behavior**

Failure to adhere to the Integrity and Social Responsibility Agreement may result in:

- Revocation of access to Handshake;
- Removal from Boston College Career Community in LinkedIn or Eagle Exchange; ▪  
Suspension of all Career Center Services; and/or
- Referral to the Office of Student Conduct.

By acknowledging the terms of this Agreement, I agree to adhere to the Career Center's guidelines and policies and to conduct myself with integrity in a professional and socially responsible manner. I also acknowledge that I have read and understand the consequences of inappropriate behavior.