

# JOB & INTERNSHIP SEARCH ETHICS

## For Students & Employers

**Bucknell**  
UNIVERSITY

Center for  
Career  
Advancement

## Student Guidelines:

### INTERVIEWING

Every interview is a chance for students to show the best that Bucknell has to offer – bright, enthusiastic students who are in an excellent position to contribute from their first day in a new organization. Students should be well prepared, on time and in appropriate attire. Students should never video or audio record an interview or conversation without permission of the other party.

On-Campus Interviewing (OCI) is a program at Bucknell where companies post jobs or internships on Handshake for which they will consider Bucknell undergraduates. Employers may visit campus, hold phone or virtual interviews when conducting first-round screenings. Employers participating in the On-Campus Interviewing program have a particular interest in Bucknell students and use this program to find and hire outstanding students. This program helps the Center for Career Advancement (CCA) maintain positive relationships with employers so they will continue to return to our campus and recruit students in the future.

### INTERVIEW CANCELLATION

Interviewing, especially on campus, is a privilege. Each candidate is expected to attend all scheduled interviews. If extenuating circumstances result in canceling an interview, a minimum 24-hour notice is recommended.

### LATE ARRIVALS OR NO SHOWS TO INTERVIEWS

Candidates should plan to arrive at least ten (10) minutes prior to their scheduled interview time. If a candidate is late for an interview, it will be at the discretion of the employer as to whether the interview will still be conducted. Failure to honor an interview appointment is considered by all parties to be a serious breach of courtesy and ethics. It is recommended that a letter of apology, including an explanation of why you missed the interview, is submitted to the employer within 24-hours.

### STUDENTS STUDYING ABROAD

Students are encouraged to apply for internships even if they are studying abroad. Be upfront in your applications by notifying employers that you are abroad. Any student invited to participate in an interview on campus should contact CCA and we will work with the employer to attempt to facilitate an alternate means of interviewing via the use of technology.

## RESCINDING AN ACCEPTED OFFER

Accepting a job or internship offer from an employer, either verbally or in writing, is considered an agreement between both parties. Reneging on a job or internship offer is considered a breach of contract which negatively impacts the University's relationship with the employer as well as your own professional reputation and that of your peers.

**Do NOT accept an offer if you intend to continue interviewing.** When you accept a job or internship offer, you are agreeing to work for that specific organization. If you receive an offer and are not ready to accept it, you may speak with a member of CCA to review options and devise a plan.

## ACCURACY OF INFORMATION

All information (ie. resume, application information, etc.) you submit to an employer must be accurate. In addition to concerns of ethics and integrity, many employers verify information submitted by candidates for employment. Discrepancies in information have resulted in the withdrawal of job offers as well as in termination.

**Not adhering to the above expectations may result in revocation of CCA resources and privileges as well as the possibility of a student conduct hearing.**

# Employer Guidelines:

## INTERVIEWING

Provide students a minimum of three business days notice for an interview, virtual or in person. This allows students time to make proper logistical arrangements (if needed) and speak with faculty/coaches to manage academic, varsity athletic and other conflicts successfully, as well as prepare for their important conversations with you.

## EMPLOYMENT OFFERS

Provide fair and reasonable time periods for students to evaluate employment offers prior to making a decision that will affect their future careers and personal lives. A reasonable recommended period is a minimum of three weeks. We recommend students who return from a summer internship with a full-time offer request a reasonable extension (late October) of their decision deadline if they plan to participate in fall recruiting. Exploding offers put undue pressure on students and compromise our efforts to enforce student policy against renegeing.

Uphold offers. Rescinding an offer means the student must restart their search, often after declining other offers. It risks creating a negative reputation on campus for your organization.

