

Business Career Services Office Student Code of Conduct

Career Development is an integral component of your graduate business education here at the University of Florida, and BCS looks forward to assisting you in your efforts to enhance your career. As a UF graduate business student, you are expected to be the ultimate manager of your overall career development while in the program. If you take advantage of our wide array of services, you will graduate a stronger and more marketable job candidate than when you arrived.

We continuously strive to improve our programming with the goal of increasing the value and reputation of your degree in the business world. However, it must be understood that you will be dedicated and focused towards your own career development and overall post-program career plans. If you intend to pursue a new role following graduation, approaching your career development with professionalism and a sense of ownership is essential.

Due to the high-level of importance we put on the career development of our graduate business students, you are expected to adhere to the BCS "Student Code of Conduct". This policy has been developed, in conjunction with the *"Code of Ethics of the National Association of Colleges and Employers"* in order for you to understand what is expected of you during your time in the Warrington College of Business. Failure to adhere to this Code of Conduct risks losing some or all of the privileges that BCS provides.

I do hereby certify that all information I will provide to BCS and/or HIREWarrington and Gator CareerLink, including resume information, is correct and voluntarily provided. I understand that it shall be my responsibility to keep this information accurate and current. Any mistakes or intentional erroneous information will cast me in an unfavorable light with the company and may result in the cancelation or withdrawal of an interview or job/internship offer. Additionally, the intentional reporting of false information will result in suspension of all BCS privileges including further interviews. I authorize the release of my career-related information, academic transcript(s), resume, and references to interested employers, including third party-party recruiters, with professional employment or internship opportunities. I understand that if I have a disability, BCS will, upon my request, provide assistance in using their services and materials.

By signing this document, I affirm that I have read and agree to abide by BCS "Student Code of Conduct" communicated to me by BCS. I thus honor the letter and spirit of this agreement.

Student Name (Print)

Student Signature

Date

UF-ID Number

Master Program

Graduation Date

As a Graduate Business Student within the Warrington College of Business, I agree to the following Code of Conduct: (Please initial each line)

- ___ I accept full responsibility for my own career success and own my individual career management process. I will proactively utilize the various job search programs, services, and resources available both externally and within BCS and the Warrington College of Business.
- ___ I agree to provide BCS and all recruiters with accurate information with respect to academic credentials, work experience, and career areas of interest (e.g., accurately disclosing whether or not you are willing to relocate).
- ___ I agree to follow the resume format/standards provided by BCS for the sole purpose of submitting a copy for the BCS Electronic Resume Book and when applying to jobs and internships posted on HIREWarrington. *(Note: When applying to jobs posted via HIREWarrington, students must abide by the BCS Resume Guidelines. The BCS resume format/standards are strictly used for the marketing of our students within the College, so as to keep a consistent look of the resumes, for the review by Corporate Recruiters and Hiring Managers alike. Should you have any questions regarding these standards, please contact BCS.)*
- ___ I respect the deadlines set forth by BCS and will engage with my career consultant at the directed time. I also understand that all prerequisite assignments must be completed before I can meet with my career coach.
- ___ When registering for BCS/Graduate Program events, workshops, and on-campus interviews with employers, I will attend and be on time. Failure to attend without canceling my registration/interview within HIREWarrington and notifying my BCS Consultant in writing within 48 hours or arriving late to an event could result in the loss of BCS privileges *(including access to HIREWarrington)*.
- ___ As a user of HIREWarrington, I will adhere to the ethical standards and policies established by BCS and my degree program, and I will provide BCS and all corporate recruiters with accurate information with respect to my academic credentials, work experience, and career areas of interest. I will represent myself, my fellow students, and my degree program with the highest standards of professionalism.
- ___ I agree to report all internship and full-time employment offers to BCS *(all information provided is strictly confidential and is for reporting/data analysis purposes only)*.
- ___ I agree to interview for jobs and internships only when there is a genuine interest in working for the company. "Practice" interviews are not fair to other candidates, misrepresent BCS, and are not allowed.
- ___ I agree to arrive on time and well prepared for all scheduled interviews, and I will represent my degree program in a professional manner when interacting with recruiters and the business community at large (e.g., during information sessions, career fairs, or global immersion trips).
- ___ Acceptance of an offer for employment commits me to that offer. I agree to stop interviewing for any other positions and contact BCS to inform them of an accepted offer. I agree not to renege on an offer, nor "leverage" one offer against another. I also agree to notify all other employers with whom I have interviewed to inform them that I am no longer available for consideration. *Reneging on an offer is behavior that is grossly unprofessional, reflects poorly upon the University of Florida and the Warrington College of Business, and will preclude me from further utilizing the services of BCS or the Career Resource Center.*

The BCS Commitment to our Graduate Business Students

It is equally important that BCS be committed to supporting our students' career development. During the course of your Warrington College of Business Graduate Program, BCS is committed to, and will be accountable for, delivering the following programs and services:

- Providing personalized career consulting services for each student who is focused and engaged towards their career development and who adheres to our "Student Code of Conduct."
- Continuously expanding corporate development through direct outreach with Corporate Recruiters, Hiring Managers, Warrington College of Business Alumni and other corporate executives to increase the number of career opportunities afforded to our students (e.g., job postings, information sessions, career fair attendance).
- Granting access to all qualified students to HIREWarrington and other career-related software resources.
- Facilitating networking opportunities for students (e.g., regional corporate site visits, alumni mixers, corporate information sessions, informational interviews).
- Planning and directing special career-related programming (e.g., interview workshops, Gator Graduate Career Fair, BCS Professional Development Day).
- Consistently communicating with students regarding job postings and other career-related items.
- Access to career-related information in the BCS library of information / presentations or through third-party tools that are linked through BCS.
- The overall commitment to continuously improve upon our programs and services in an effort to exceed the expectations of our students, corporate partners, faculty and staff, and become a top-rated Career Services Office.

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