

# Business Career Services Code of Ethics

## Part 1: Student Commitment

Career Development is an integral component of your business education at the Warrington College of Business. BCS looks forward to assisting you in achieving your career goals upon graduation. We continuously strive to improve our coaching, programming, and recruiting activities with the goal of increasing the value and reputation of your degree. If you take advantage of our wide array of services, you will graduate a stronger and more marketable job candidate than when you arrived.

As a Warrington student, you are expected to be the ultimate manager of your overall career development while in the program. Accordingly, you must dedicate adequate time and attention to your internship and job search to maximize the value of your interactions with BCS team members and employers. In addition, you are expected to abide by the following tenants of our Code of Ethics:

(Please initial each section.)

- \_\_\_\_\_ Acceptance (even verbal acceptance) of an offer for employment commits me to that offer. I agree to stop interviewing for other positions and add my accepted offer details to my HIREWarrington profile. I also agree to notify all other employers with whom I have interviewed to inform them that I am no longer available for consideration. It is grossly unprofessional behavior to revoke an offer acceptance ("renege" on an offer). This behavior reflects poorly on the individual, the Warrington College of Business and the University of Florida.
- \_\_\_\_\_ 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 or corporate recruiters and damage the reputation of BCS and the Warrington College of Business.
- \_\_\_\_\_ I will register on HIREWarrington, attend and be on time for any BCS events, including on-campus or virtual recruiting activities and interviews with employers. If I cannot attend, I will cancel my registration/interview in HIREWarrington and notify BCS by email.
- \_\_\_\_\_ I will provide BCS and all corporate recruiters with accurate information about my academic credentials, work experience, and career areas of interest on my resume, in HIREWarrington and in any digital or in-person conversation.
- \_\_\_\_\_ I agree to report all internship and full-time employment offers to BCS in HIREWarrington in a timely manner. (All information provided is strictly confidential and is used anonymously in aggregate for reporting/data analysis.)
- \_\_\_\_\_ 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).

I certify that all information I provide to BCS, employers and/or HIREWarrington is correct. I understand that it is my responsibility to keep this information accurate and current. Any mistake or intentional erroneous information is looked upon unfavorably by employers and may result in the cancellation or withdrawal of an interview or job/internship offer. Intentional falsification of information will result in suspension of all BCS privileges including further interviews.

In addition, I understand that there are consequences associated with violating this Code of Ethics, including, but not necessarily limited to: terminated access to services provided by the BCS office (including access to HIREWarrington), ineligibility for BCS Honor Cords/Awards, and notification of the Warrington Dean’s office, which could result in further punitive action, including removal from student leadership positions.

I understand that if I have a disability or require an accommodation, BCS will, upon my request, provide assistance in using our services and materials.

**By signing this document, I affirm that I have read and agree to abide by the BCS “Code of Ethics” communicated to me by BCS.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UF ID Number

\_\_\_\_\_  
Degree Program

\_\_\_\_\_  
Graduation Date

## Part 2: BCS Commitment

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

- Providing customized career consulting services for each student who is focused and engaged towards his/her career development and who adheres to our "Code of Ethics."
- 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., alumni mixers, corporate information sessions, informational interviews).
- Planning and directing special career-related programming (e.g., workshops, Career Fairs, Warrington Career Week, BCS Professional Development Day, etc.).
- Consistently communicating with students regarding job postings and other career-related items (e.g., regular email communication, digital/physical signage, HIREWarrington event postings).
- 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 remain a top-rated Career Services Office.

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Career Coach Name (Print)

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Career Coach Signature

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Date