



## Student On-Campus Recruiting Policy

### 1. PURPOSE

- To ensure students and alumni are practicing ethical job searching practices.

### 2. SCOPE

- This policy applies to all participants in the On-Campus Interviewing Program

### 3. OBLIGATIONS IN THE RECRUITMENT PROCESS

- Provide the LSU Olinde Career Center with accurate information;
- Adhere to scheduled interviews;
- Accept offers of employment in good faith;
- Notify employers in a timely manner of acceptance or non-acceptance of employment offers;
- Withdraw from the recruiting process after acceptance of employment;
- Interview only with organizations for which you meet the eligibility requirements and are interested in working
- Conduct yourself in a manner that is representative of the LSU Commitment to Community;

### 4. LSU COMMITMENT TO COMMUNITY

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment. It is a community that fosters individual development and the creation of bonds which transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will: accept responsibilities for my actions; hold myself and others to the highest standards of academic, personal, and social integrity; practice justice, equality, and compassion in human relations; respect the dignity of all persons and accept individual differences; respect the environment, and the rights and properties of others and the University; contribute positively to the life of the campus and surrounding community; use my LSU experience to be an active citizen in an international and interdependent world. The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

### 5. POLICY

#### ***Providing Accurate Information***

If you intentionally provide false information on your Handshake profile or at any time during the campus recruiting process, you will immediately lose all Handshake privileges and be

deactivated for one year from date of deactivation. Additionally you could possibly be referred to Student Advocacy & Accountability at the LSU Olinde Career Center's director's discretion.

### ***Rescheduling Your Interview***

You can change your appointment time via the Handshake system at any time during the sign-up period for that particular event. After the sign-up deadline, you must contact the employer for rescheduling assistance.

### ***Interview Cancellations***

If it is necessary to cancel, please do so as far in advance as possible. Interview spots are in high demand, and your early cancellation will give other qualified candidates an opportunity to meet with the employer.

If you are unable to keep an appointment for an on-campus interview, you may cancel the interview through Handshake during the sign-up period for that particular event without penalty.

### ***Late Cancellations***

If you have missed the cancellation period in Handshake, then you will need to email both the contact listed in Handshake directly and the Recruitment Center Coordinator the specifics of your cancellation. Failure to email the recruiter and Recruitment Center Coordinator will result in penalties of a missed interview.

If an interviewee cancels a second time during the On-Campus Interviewing Program, they will be required to discuss their cancellations with an LSU Olinde Career Center team member and write a written apology letter to the recruiters for the cancelled interviews.

If an interviewee fails to follow this procedure they may be deactivated from Handshake for one calendar year and referred to Student Advocacy & Accountability.

### ***Missed Interview***

Missed interviews will not be tolerated. Strong relationships between LSU and employers are built upon successful recruiting efforts. Our relationship is damaged when an interviewee fails to show up for a scheduled interview.

If an interviewee misses a scheduled interview they will be contacted by an LSU Olinde Career Center staff member to discuss the circumstances around their missed interview. Additionally they will be required to email a letter of apology to the recruiter and copy the On Campus Interview Coordinator, Garnesha Beck ([gbeck1@lsu.edu](mailto:gbeck1@lsu.edu)) on that email. Failure to do so will result in deactivation of Handshake account and a referral to Student Advocacy and Accountability.

If a second missed interview occurs in the same OCI semester, the interviewee will immediately be deactivated from Handshake for one calendar year from date of deactivation.

### ***Missed Interviews and Cancelled Interviews for Recruiter-built schedules ("Room Only")***

If a recruiter notifies the Recruitment Center that a student cancelled or missed an interview scheduled by the recruiter (not through the Handshake system), then the LSU Olinde Career Center Recruitment Center Coordinator will email the student directly concerning the damaging effects of cancelled and missed interviews and encouraging them to send an apology email to the recruiter.

### ***Reinstatement***

After one year of deactivation, your Handshake account can be re-activated, as long as you are still a current LSU student. Should another penalty occur, either a late cancellation or an interview no show, you will have permanent, indefinite deactivation, regardless of your status (alumni or student).

### ***Reneging on Job Offers***

If a student or alum reneges on a job offer after they have accepted that offer, they will be permanently (indefinitely) deactivated from Handshake. This policy applies to any job—regardless if the job was accepted through the on-campus interviewing program.

### ***Appeals***

Any and all appeals and decisions will be heard by the Director of the LSU Olinde Career Center or his/her appointed authority.

**Questions about this policy can be directed to Courtney Edwards, [courtney@lsu.edu](mailto:courtney@lsu.edu) or 225-578-2162.**