

Interviewing On Campus – Student Rights and Responsibilities

RIGHTS

SIU Career Services has policies in place to protect students who participate in on-campus interviews. Do evaluate all aspects of the job offer and think objectively about your choices before responding to an offer.

Evaluating Offers

SIU Career Services urges employers to grant students enough time to make prudent, thoughtful career choices. Employers extending offers during fall campus recruiting for full-time positions must give students until November 15* or a minimum of one month from the date of the offer - whichever is later - to respond. Employers extending offers during the fall or spring for internships must give students until March 15 or a minimum of two weeks from the date of the offer - whichever is later - to respond. An employer's failure to do so could result in sanctions against the employer and possible suspension from further campus recruiting. For information on offer deadlines, please refer to recruiting guidelines for employers.

*Please note that the November 15th deadline applies to jobs found through Saluki Recruiting, SIU Career Services' on-campus recruiting system. Job offers received through other recruiting programs on campus, such as the [College of Business Placement Center](#), have different deadlines that must be followed.

Delaying a Response

You may need more time than an employer initially extends to decide on a job offer, especially if you have other opportunities pending. Approach this matter in appropriate ways that minimize any negative impact on the employer, your reputation, SIU, or other students. Please consult with SIU Career Services staff members regarding how to address this matter.

Use of Social Networking Sites in Selection of Candidates

Employers should not require or request that job candidates provide password/login information to their personal social network accounts as a condition of employment or as a condition of consideration for employment, as this practice violates ethical standards.

RESPONSIBILITIES

Campus interviewing is a *privilege* that carries certain expectations for student conduct. To clarify the standards, SIU Career Services has adopted policies to serve both students and employers.

Canceling Interviews

Interview times may be changed or cancelled up to 24 hours before the scheduled interview directly in *Saluki Recruiting*. If necessary, contact SIU Career Services at 618-453-2391 or careerservices@siu.edu for assistance. Cancellations within 24 hours for reasons other than illness or an emergency are not acceptable and will jeopardize your recruiting privileges and it may be considered a no show.

No-Show Policy

Candidates who fail to attend scheduled interview appointments damage the reputation of the University. Recruiters rightfully feel their time has been wasted and other individuals desiring to interview are denied the opportunity. Recruiters are left with a negative image of SIU students and may not return to campus to recruit. In an attempt to educate candidates to become responsible job seekers and to assure recruiters that this behavior is not condoned by SIU Career Services, the following policies have been instituted:

SUSPENSION POLICY

- A candidate who schedules an interview(s) must honor his/her appointment.
- If there is a need to cancel an interview, Career Services must be notified at least 24 hours in advance of the appointment by calling 618.453.2391 or emailing careerservices@siu.edu.
- ***Failure to appear for an interview or failure to cancel an appointment at least 24 hours in advance will result in immediate suspension of Career Services privileges, including access to Saluki Recruiting and all on-campus interviewing activities.***

REINSTATEMENT POLICY

To be considered for reinstatement, the candidate must meet the following procedures within five (5) working days from the date of the missed interview:

1. The candidate must schedule an appointment with the Career Services Employer Relations Specialist. A letter of apology addressed to the interviewer with an addressed, stamped, and unsealed envelope must be brought to the appointment. The candidate may obtain the employer's name and contact information from the Career Services Employer Relations Specialist.
2. The employer relations specialist will determine whether privileges with Career Services will be reinstated.
3. After the second no show, the department chair will be notified, and reinstatement appeals must be made to the director of Career Services
4. After the third no show, all Career Services privileges may be terminated.

Ethics of Negotiating

SIU Career Services assumes that students will negotiate in good faith with employers. This means students should only negotiate with an employer whose offer s/he plan to accept after reaching a compromise.

Accepting an Offer

Once you have accepted a job offer, you should terminate all other job search activity. Failure to do so could deprive another student of those opportunities. Notify all other employers that you are no longer available for employment, and cancel all pending interviews. Update your *Saluki Recruiting* account to reflect that you are no longer actively looking for jobs.

Declining an Offer

If you are declining an offer, you should inform the recruiter verbally as soon as your decision has been made and follow your conversation with a well written thank-you letter.

Reneging on Offers

Accepting an offer is a commitment to the employer. Reneging on an offer could be seen as an ethical and possibly legal violation of that commitment. If you are not ready to make that commitment, do not accept the job offer. SIU Career Services considers renegees undertaken in any but the most dire circumstances a serious ethical breach. Doing so may result in the forfeiture of your right to participate in any additional campus recruiting. Discuss the matter with a Career Services staff member before taking any potentially irreversible steps.

Unprofessional Business Correspondence

All communication with employers should be courteous and professional. Poorly worded apologies, for example, may have unintended consequences. You are a member of the SIU community and your actions could jeopardize SIU's relationship with the employer.

Missing Class for Interviewing

We do not advocate or condone the use of class time for anything other than class. Please schedule your interviews so that you are able to miss little to no class time. In cases where this is not possible, speak to your professor about your schedule and ways to make up for any potential loss.