Professional Conduct Disclaimer

Present yourself in a professional manner during your job search

Communicating and presenting yourself in a professional manner, whether in person, in writing or by phone is critical in your job search.

When using Experience for your internship or job search, ensure that you:

- Acknowledge calls, emails and invitations from employers and respond appropriately in a timely manner.
- Attend all one-on-one and group interactions with employers, alumni and other professionals (including on and off-campus interviews, information sessions, employer site visits and career fairs) that you have registered for. Provide two business days’ notice for any cancellation, if possible, and notify the CCD should any unforeseen circumstances occur that prevent your participation.
- **Withdraw from all job search activities once you have accepted an employment offer.**

When in doubt, speak to a career counselor who will help you through the internship and job search process.

Failure to comply with these ethical and professional standards may result in an ineligibility to apply for internships and jobs on Experience.