

# Code Of Conduct /Cancellation Policies

The following policies and procedures are provided as a basis for ethical conduct with the intention to protect you and employers. The reputations of the Career Services Center and Tarleton State University are at stake with employers when a student displays unprofessional behavior. This can also result in the loss of the recruiting opportunities for future students.

## No Show and Cancellation Policy

When you sign up for an **On Campus Interview, Mock Interview, Texan Shadow, Business Etiquette Dinner, Resume Assistance, Career Counseling or Job Search Consultation**, you are making a commitment and are expected to show up or cancel within the given time frame outlined below.

- **On Campus Interview** --If you fail to appear or do not cancel before 12 pm (noon) the day before an interview date, you will be considered as a **no show**. You will need to write a letter/email of apology to the company recruiter within 2 working days of the missed interview and submit a copy to Karen Bills at bills@tarleton.edu. Contact Karen Bills at 968-9078 to obtain the employer's address.
- **Mock Interview** -- If you fail to appear or do not cancel before 12 pm (noon) the day before an interview date, you will be considered as a **no show**. You must contact your instructor for permission to reschedule and ask the instructor to contact Career Services for confirmation to reschedule your interview. You will also need to write a letter/email of apology to the mock interviewer within 2 working days of the missed interview and submit a copy to Karen Bills at bills@tarleton.edu. Contact Karen Bills at 968-9078 to obtain the employer's address.
- **Texan Shadow** – The time and energy that it takes to build a working relationship with an employer can easily be hampered or destroyed with only one student failing to show for their Texan Shadow appointment. Therefore, if a student is considered a "No Show" for their pre-arranged Texan Shadow, that student will not be allowed to participate in the Texan Shadow program again.
- **Business Etiquette Dinner** --Failing to appear or cancel before 12 pm (noon) the day before will result in forfeiture of the \$20 registration fee.
- **Resume Assistance, Career Counseling, Job Search Consultation** —If you fail to appear or do not cancel before 12pm (noon) the day before your appointment time you will be classified as a **no show**. You will be asked to write a letter of apology within 2 working days of the missed date to the appropriate career services staff member you were scheduled to meet with.
- **Accurate Representation Policy** – Always provide accurate information on your resume and job applications. Do not falsify work experience, GPA, dates, qualifications, etc.

If your appointment is for Monday or after a holiday, call and leave a message over the weekend and state the time of your call.

**Not adhering to the no show/cancellation policies may result in a loss of privileges. If you have questions about the Code of Conduct or wish to make an appeal, please contact Alana Hefner, Director of Career Services at (254) 968-9078 or hefner@tarleton.edu.**