



STOCKTON
UNIVERSITY
CAREER CENTER

In an effort to protect your professional reputation, as well as the reputation of Stockton University, you are required to agree and adhere to the following ethical guidelines.

Please note: failure to abide by the ethical guidelines outlined below may result in expulsion from the Career Center On-Campus Recruiting Program and the StocktonWorks system.

Provide Accurate Information. This includes courses taken, GPA, positions held and duties performed. This information must be accurate in all verbal and written communication with an employer – including your resume.

Interview Genuinely. Interview only with employers in which you are interested. Please read job descriptions carefully and research the company **BEFORE** you submit your resume to ensure you are genuinely interested.

Adhere to Schedules. Show up for all interviews that you have scheduled, unless unforeseeable events prevent you from doing so. Notify the Career Center or the employer at the earliest possible moment if an unforeseeable situation should arise.

Don't Keep Employers Hanging. Communicate your acceptance or refusal of a job offer to employers as promptly as possible, so they can adjust their offers accordingly.

Accept a Job Offer in Good Faith. When you accept an offer, you should have every intention of honoring your commitment. Do not accept multiple offers or continue to interview after accepting an offer. Notify the Career Center and withdraw from interviews once you've accepted an offer.

Claim Fair Reimbursement. If an employer agreed to reimburse you for expenses you incur in the recruitment process, your request should be only for reasonable legitimate expenses.

Obtain the Information You Need to Make an Informed Choice About Your Future. It's up to you to acquire information about career opportunities, organizations, and any other information that might influence your decisions about an employing organization.

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