

The Career Center seeks to serve Moravian College students and to this end we have adopted the following recruiting policy for students.

Career Center Recruiting Policy

Employers commit a substantial amount of time and resources to recruit Moravian College students. Therefore, when students cancel interviews with insufficient time for the slots to be filled by other students, it damages the student's own reputation, adversely affects other students, and disrespects employers, who may then decide not to return to Moravian College. Failure to appear for a scheduled interview is a serious breach of professional ethics. It is the responsibility of each Moravian College student to follow this recruiting policy.

Electronic Resume Submission

- Resume submission is strictly limited to the time frame designated for each employer's interview date and/or job posting.
- The resume submission deadline is 12:00 midnight (EST) on the designated date.
- No late submissions or paper copies will be accepted.

Interview Sign-up

- If you are selected for an interview that you have requested, and you are still actively conducting a job search, you must sign up for an interview. Please do not apply for a job that you are not interested in pursuing if an interview is granted.
- If you are selected for an interview that you have requested, and you are still actively conducting a job search, you should sign up immediately to secure a slot.
- Alternate status is the equivalent of being wait listed for an interview. The purpose of alternates is to ensure that students receive as many opportunities as possible.

Emergencies

- In the event of serious illness, injury, or family emergency, (the same reason that would excuse one from a final exam or mid-term) you must notify the Career Center at (610) 861-1509 or thecareercenter@moravian.edu as soon as possible.
- After you have notified the Career Center: an apology letter, explaining why you could not attend the interview, must be sent by you to the employer and a copy of this letter given to the Career Center.
- Failure to comply with this policy will result in suspension from participation in on-campus recruiting and the use of Career Hound.

Cancellation Policy – 48 hours notice required

- Cancellations are prohibited without 48 hours notice provided to both the employer and the Career Center. Cancellations made with less than 48 hours notice are considered 'no-shows' (refer to the procedures for 'no-shows' below).

Late Arrival to Interviews

- If a student is late for an interview, it is up to the discretion of the employer as to whether the interview with the student will still be conducted. If the employer decides not to interview the student, the student is credited with a no-show and must follow the procedures for 'no-shows' below

No-Shows

- Students who do not attend a scheduled interview and fail to cancel with 48 hours notice to the Career Center will be suspended from participating in on-campus recruiting and their rights to use Career Hound will be revoked.
- Students must also call the Career Center at (610) 861-1509 within 24 hours of the 'missed' interview and schedule an appointment to meet with a Career Center staff member. The student must write a letter of apology to the employer and bring this letter along with a stamp and envelope to the appointment that is schedule with the Career Center staff member.

Reinstatement

- Students whose privileges to participate in on-campus recruiting and/or whose privileges to use Career Hound have been revoked must meet with the Director of Career Development to request reinstatement.

Job Offers

- Job Offers should be reported to the Career Center in a timely manner. Many students receive multiple offers, so take all offers seriously. Once you accept an offer ethical standards for employment interviewing indicate that you should stop interviewing and cancel all scheduled interviews. If you receive an offer and have upcoming interviews that you wish to complete, explain to the employer that has offered you a job that you need more time to make a decision.
- Not reported job offers to the Career Center may result in suspension from participating in on-campus recruiting and the use of Career Hound.
- Reneging on job offers may also result in suspension from participating in on-campus recruiting and the use of Career Hound.

Information Integrity

- No person may tamper with any aspect of the Moravian College Career Center's electronic information services and resources. Tampering is defined as the modification, deletion, or appending of information not under your direct ownership. Within Career Hound you are only given ownership of your own personal information and career correspondence.
- Additionally, you may not tamper with and/or use Career Hound in a manner outside that which the provided user interface permits. All information that you include on Career Hound or to an employer MUST be accurate. Any person found violating this information integrity policy will immediately be suspended from using Career Hound and participating in on-campus recruiting. In addition, the person may be subject to formal disciplinary action and expulsion from the university.

Resume Waiver

- All students and alumni who submit a resume on Career Hound agree to the following terms:
All submitted resumes may be used by the Career Center, without restriction, for the purpose of assisting in the job search process. Submitted resumes may be stored indefinitely in print and/or electronic form.

Miscellaneous

- Approaching employers directly on the day of the interview with an interview request may result in forfeiture of your right to participate in on-campus recruiting. Check with the staff in the Career Center to learn about acceptable procedures to seek same-day interviews.