

COC Utilization Form

In the following pages, we will outline the requirements and guidelines each Tepper student is expected to abide by when registered for services through the Career Opportunities Center (COC).

Before proceeding to and signing the COC Student Code of Conduct, which follows this page, please answer the following questions, which will enable us to correctly classify you in our records and allow us to understand your ability to utilize our services.

If you indicate below that you do not anticipate using COC services and your situation changes during the year, please contact one of our counselors so that we can reassess your situation.

1. Will you be seeking employment (either a summer internship or full-time employment, dependent upon your current academic level)?

Yes____; No____

If you answered NO above, please tell us the reason:

_____ My academic expenses are mostly or fully paid by my employer or a government agency AND as part of that agreement I am not permitted to seek new employment for a specified period of time. (Sometimes an exception can be made for a summer internship, but we will require an official letter of permission from your sponsor in order to participate in COC Services). ***If you are unsure whether or not you are sponsored, please speak with a COC Counselor before checking this option.***

My sponsor is _____.

- _____ I am already employed and will not be seeking new employment
- _____ I will be pursuing further education (please describe in the line provided below)
- _____ I will postpone my job search for other reasons of my own
- _____ I plan to focus on starting my own business
- _____ I am not seeking employment for other reasons (please describe in the line provided below)

2. Do you have the long-term legal right to work in the United States? (Employers recruiting via the COC require this information from applicants in order to comply with their internal recruiting policies).

_____ Yes, I currently have the long-term legal right to work in the United States (I am a U.S. Citizen or a U.S. permanent resident).

_____ No, I do not currently have the long-term legal right to work in the United States (Examples: students with F1, J1, H1 visa status).

Your name (please print legibly)

Signature

Date

Hand deliver, Mail or fax to:
 Career Opportunities Center, Tepper School of Business
 Carnegie Mellon University, 149 Posner Hall
 5000 Forbes Avenue
 Pittsburgh, PA 15213-3890
 Fax: 412-268-4146

IF YOU PLAN TO SEEK NEW EMPLOYMENT, PROCEED TO THE NEXT PAGE TO REVIEW AND SIGN THE COC STUDENT CODE OF CONDUCT.

COC Student Code of Conduct



The Tepper School of Business community supports and respects all members of its community. This is extremely important in the daily execution of the mission of the Career Opportunities Center (“COC”). To encourage appropriate behavior by recruiters, students and COC staff, this Code of Conduct is provided to anyone involved with the COC. We are all working very hard to ***maintain and build the reputation of the Tepper School of Business***, and one small incident can cause significant damage. Please review the Code of Conduct, sign it and return it to the COC so we may assist you in your job search.

As a student in one of the Tepper School's masters-level business programs, **you are entitled to participate in On-Campus Recruiting (OCR) for one academic year (July 1 – June 30) to seek a summer internship and for one additional academic year for a full-time job search (the latter must occur during the academic year leading up to your graduation)**. Part-time students usually do not conduct an internship search, and therefore, generally participate in only one academic year of on-campus recruiting for their full-time job search in the academic year leading up to their graduation.

REQUIREMENTS FOR STUDENT PARTICIPATION

Students utilizing the services of the Career Opportunities Center must adhere to these expectations:

General Job/Internship Search Preparation Activities

- Perform adequate self-assessment as the first step in your career search, including completing (MBA students) CareerLeader™, identifying short-term and long-term career goals, creating one’s personal marketing plan and identifying functional areas, companies and industries of interest.
- Develop resumes, cover letters, networking letters and other documents that are accurate and error-free. Follow the COC’s guidelines for preparing resumes for on-campus recruiting purposes as well as in response to Tepper School job postings. **This includes not disclosing your grade point average for your current Tepper School academic program when applying for on-campus interviews, Tepper job postings or when networking with alumni.** Anytime you are competing with other Tepper students it is inappropriate to list your Tepper School grade point average.
- Plan to conduct a “networking oriented” job search in conjunction with opportunities provided by the COC and the Tepper School.
- Plan to attend company and COC presentations, panels and other activities designed to assist you in defining your career goals. Distance students have the option to view many of these on-line.
- Attend scheduled meetings with COC counselors. If you are unable to keep an appointment, you are expected to cancel the appointment through the COC Front Desk in advance of the appointment time.

Networking and Job Search Correspondence

- Utilize the alumni network (both the Tepper School's and Carnegie Mellon's) in an appropriate manner (see previous page). Our Alumni network is a valuable, lifelong resource for you and must be safeguarded from any abuse or misuse. All contact with alumni should be respectful and follow recommended Internet, mail, or telephone etiquette.
- Follow-up with networking contacts and respond to employers in a timely and professional manner. Even if you have no interest in a company, please respond to any correspondence received, as a negative impression of one student can impact an entire company's recruiting decisions.
- Utilize all COC resources for your personal job search related purposes only. You may not give out any passwords or job descriptions to individuals not affiliated with the Tepper School of Business.
- Follow all University guidelines for utilizing the online alumni directories (including Tepper's "Compass Online Network") contained in Carnegie Mellon's privacy policy (<http://www.cmu.edu/alumni/footer/privacy.html>).

Workshops and Corporate Presentations

Adhere to common rules of courtesy when attending workshops and corporate presentations. If you sign up to attend an event, it is expected that you will attend, be on time, follow the pre-announced dress code, turn off laptops/phones and will stay until the event is over, unless you cancel your RSVP in Tepper Symplicity at least two business days before the event. Exhibit respectful behavior as an audience member.

Applications and Interviews

Resumes should be targeted to specific position descriptions and cover letters and networking documents must reflect company research. All of these items should be free of typographical errors.

Apply to, and interview for, only those positions in which you are truly interested. Submitting a resume/cover letter to every position posted is inappropriate and is not part of a targeted job search, as advised by the COC. For example: It is unacceptable to take an interview on a marketing schedule - when your interest is in finance - without having received direct approval from the company. Interviewing for "practice" takes advantage of recruiters and limits interviewing opportunities for other students who may be sincerely interested in the position being offered.

Prepare appropriately for all interviews. This includes making an earnest effort to learn about the company with which you are interviewing, performing research on the industry, and networking with alumni at the organization. You should also practice both behavioral and case interview questions.

Attend all scheduled interviews, on time and wearing business professional attire (unless otherwise directed by the employer). If you are on an on-campus interview schedule and you decide to cancel (for any reason) you must communicate your cancellation to the COC in writing a minimum of two business days (not including weekends) prior to the event. This permits the COC the opportunity to find a replacement candidate for the vacated interview slot.

Applications and Interviews, continued

In all job search activities, provide accurate information to employers, alumni, and the COC. Such information includes but is not limited to:

Accurate representation of your citizenship status, as related to your right to work in the US

Name and accurate description of current (and any previous) degree program and curriculum

Previous work experience including employer name, job title(s) and substance of the experience

Offers, Declines/Acceptances

Notify the COC (within 24 hours) of all job offers you receive, whether or not you intend to accept the offer and whether or not the offer stemmed from your own networking efforts or through Tepper School resources. Be sure to include offers that you have declined, and report all acceptances in a timely manner. Submitting this information assists all students in evaluating and negotiating offers and can positively impact school rankings and admissions, thereby enhancing the value of your Tepper degree.

Notify organizations of your acceptance or rejection of offers as soon as that decision is made, but certainly no later than the deadline prescribed by the company. You should expect offers to be confirmed in writing, and likewise should notify the company by telephone first and follow-up with a courteous letter or email. Requests for extensions of decision deadlines should be made as early as possible – waiting until the last possible day to ask for an extension is unacceptable.

Cease all self-directed and COC-related job search activities once you have accepted an offer. Do not continue to submit applications or accept interview invitations.

Maintain a sense of the Tepper School of Business community. It is advantageous to refer an employer to the COC or recommend classmates for open positions, when appropriate, if you are not a suitable candidate or have already accepted an offer, and to work together for the benefit of your classmates and the school.

Honor an accepted job offer. Reneging is not acceptable (**whether or not you utilized Tepper resources to secure the offer, and whether or not it is a paid or unpaid internship opportunity**). Reneging means that you have accepted a job offer, either in writing or verbally, and then change your mind and reject the offer (for any reason).

Reneging on an offer is an extremely serious offense and will significantly affect your professional reputation, the credibility of the Tepper School, and compromise future job opportunities for all Tepper students with that employer.

CONSEQUENCES OF ANY VIOLATIONS OF THESE REQUIREMENTS

Failure to abide by the aforementioned requirements will result in a review of your actions by COC staff and/or Tepper School of Business Administrators, which may result in disciplinary action up to and including suspension of COC privileges and/or referral to other University offices or administrators (such as the Academic Review Board) for additional disciplinary action, which may include suspension or expulsion.

For example:

1. The COC reserves the right to block student access to Tepper Symplicity until notes of apology are written to employers affected by the student's misconduct – e.g., missed interviews or missed corporate presentations - and submitted to the COC.
2. The COC will block a student's use of Tepper Symplicity if it is found that the student has listed their grade point average for a current Tepper School academic program when competing with other Tepper students. A warning will be given to remove the affected documents before usage is blocked.
3. If an employer deems that a student is inadequately prepared for an on-campus interview, the COC will follow an escalating schedule of remediation.
 - **First occurrence:** The student's counselor will advise the student that his/her preparation for the interview was deemed by the employer to be inadequate and the student will be required to meet with their counselor.
 - **Second occurrence:** The COC will block the student's access to Tepper Symplicity, until the student completes a satisfactory COC mock interview.
 - **Third occurrence:** The student's access to on-campus recruiting will be terminated.
4. Violations of our policy prohibiting renegeing an accepted job offer may result in a loss of use of COC services during your time as a student and for up to five (5) years after graduation.

CODE OF CONDUCT ACKNOWLEDGEMENT

By signing this form and initialing each page, you hereby acknowledge that you have read, understand, and agree to abide by the guidelines and requirements outlined in this Code of Conduct.

Student Signature

Date

PRINT legibly Name

Email

Program/anticipated graduation date (month/year)

Please hand deliver, mail or fax your signed and initialed copy of this Code of Conduct to:
Career Opportunities Center
Tepper School of Business
149 Posner Hall
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213
FAX: 412-268-4146