

The Office of Personal Career Development (OPCD) provides you the opportunity to participate in on-campus recruiting opportunities. Through this programming you can apply for internships and full-time jobs online (CareerLink), connect professionally with employers and participate in mock interviews and screening and selection interviews conducted on campus. We are here to help you develop your professional capabilities as you prepare for these experiences.

STUDENT AND ALUMNI POLICIES: ON-CAMPUS INTERVIEWS

Who is Eligible to Participate in On-campus interviews (mock or selection)?

The following students and alumni are eligible to participate in on-campus recruiting:

- All currently enrolled University of Dallas undergraduate students
- Graduate students in the Satish and Yasmin Gupta College of Business, Braniff Graduate School of Liberal Arts, and the Ann & Joe O. Neuhoff School of Ministry.
- Recent alumni (0-2 years out)
- Other alumni if employer is seeking experienced professionals not currently matriculating

Professional Communications and Positive Workplace Behaviors

As part of the screening and selection process built into the On-Campus Recruiting Program, you will have opportunities to schedule an interview with an employer through the OPCD via signupgenius.com or similar sites. In approaching communications with OPCD staff assisting you with the schedule interviews and with employers who have identified you as a potential candidate, you will want to **respond promptly to email or phone communications in a professional manner (in a timely manner and with professional, error-free content)**. This is particularly important when you receive notification to sign-up for an interview time.

What if you need to Cancel or Reschedule an Interview?

You may cancel or reschedule an interview **up to 48 hours (two business days) prior** to the interview day according to the instructions given when your interview was originally confirmed. All schedules are frozen one full business day before the interview day and no cancellations or schedule changes are allowed (other than emergencies). For interviews occurring on Monday, the schedule is frozen Friday morning.

If you are experiencing an emergency, we encourage you to contact the OPCD as soon as your situation allows. Our office is open Monday through Friday, 8:00 a.m. until 5:00 p.m. Students should communicate emergencies to the recruiting staff by phone and follow up with an email. Contact the OPCD main number at 972.721.5131 and mnguyen1@udallas.edu (Christina Nguyen, coordinator). Be aware, that even if you cancel due to an emergency, your prior behavior and attendance patterns will be considered in determining your eligibility to schedule future interviews and appointments.

Why is canceling or failing to attend a scheduled appointment a big deal?

- This behavior reflects negatively on the institution and impacts the Center's ability to continue to bring employers to campus.
- It is disrespectful to the employer who has committed time and money to meet with you.

- It reflects a lack of care on your part for your fellow students who may have wanted to interview.

Consequences

If you fail to attend a scheduled interview or cancel within two business days for a reason other than an emergency, such as a death in the family, car accident, extreme illness, etc. then:

- For the remainder of the academic year, you will not be permitted to schedule appointments with the OPCD staff or with employers for on-campus interviews or meetings. Therefore, your prompt attention in this matter is to your advantage.
- In order to have privileges restored, you must arrange a meeting with OPCD leadership after writing a letter of apology to the company within 24 hours of the missed interview. You must bring a copy of the apology letter to the meeting with OPCD leadership and any additional necessary actions to reinstate your privileges will be discussed at that time.
- Missing a second interview while matriculating at the University of Dallas and for the two years following graduation, will result in **indefinite suspension** of on-campus interviews and meetings with the OPCD staff. You will not be able to participate in campus recruiting activities but may continue to use CareerLink and to attend events where seat reservation is not required. The lost privileges will be determined by Center leadership.

STUDENT AND ALUMNI POLICIES: MISREPRESENTATION

If you misrepresent GPA, dates of graduation, major/minor or other academic information, work or extra-curricular experience, eligibility to work in the United States or other information during the opportunity search process, including making false or deliberately misleading statements on your resume or in an interview then **you will not be able to participate in any on-campus recruiting activities**, including on-campus interviewing and job fairs.

DISCLAIMER

The OPCD makes no representations about positions listed on its website, CareerLink, or OPCD listservs (via opt-in), and it is not responsible for the safety, wages, working conditions, or other aspects of employment for you. **It is your responsibility to conduct due diligence on opportunities that you find posted online** and we encourage you to take necessary precautions when interviewing or accepting positions with an employer.