



## Student Networking and Recruiting Policies

Thayer Career Services encourages you to bring all questions, concerns, and/or suggestions to us at any time throughout the internship and job search process. We can provide advice on a) how to answer interview questions; b) how to respond to pressure from peers, an employer, or family member(s); c) which questions to ask when considering an offer, and many other topics. In order to maximize opportunities for Thayer School students and preserve the integrity of this program, we have developed the following set of policies. Failure to comply may result in the loss of access to networking resources and recruiting opportunities.

### ALUMNI NETWORKING

Dartmouth, Thayer, and Tuck alumni are the key to many successful employer recruiting relationships, as well as excellent resources for providing less formal career advice and networking opportunities for students seeking internships and full-time positions. All alumni interactions should be approached with the utmost respect. This means using professional written and oral communication. Students should read the "Guidelines for Contacting Alumni" provided in the Dartmouth Career Network before contacting any alums. Thayer Career Services also provides advice and group workshops on how to network with alumni. Timely and professional follow-up and follow through with any contacts established through alumni is essential. Any complaint received from an alum regarding a student's unprofessional correspondence or behavior will be taken very seriously, and will likely result in the removal of a student's access to networking resources.

### ACCURATE REPRESENTATION

Students must accurately represent their academic and personal history on all documentation submitted as part of an internship or job application. It is each student's responsibility to make sure he or she is accurately representing himself or herself.

### SCHEDULED INTERVIEWS/OFF-CAMPUS CAREER FAIRS

Interviews and participation in off-campus career fairs should be scheduled around academic commitments. Students should sign up for interviews and off-campus career fairs based on sincere interest, not for "practice." Students are expected to appear for all scheduled interviews, and off-campus career fairs where an RSVP was required. Missed interviews can cause damage to Thayer School's relationship with the employer, damage to Thayer School's reputation in general, and hurt the chances of others interviewing with the company. If the need to withdraw from an interview arises due to a family emergency, illness, or receipt of another offer, the candidate should contact Thayer Career Services as early as possible to allow another student to take the open interview slot. If a student does miss an interview, s/he is to contact Thayer Career Services immediately for instructions.

### RESPECTFUL COMMUNICATIONS

Students should show a high level of respect in all interactions with employers. This includes always responding quickly to communications from employers and appearing for scheduled appointments (e.g., office hours), and to events (e.g., Information Sessions) for which the student has signed up. If the student is unable to fulfill a commitment to an employer, s/he should communicate as early as possible with Thayer Career Services and the employer.

### ACCEPTANCE OF OFFERS

The employer's deadline for acceptance of offers of employment should be met unless an extension has been obtained from the employer. If a candidate has legitimate reasons for the extended consideration of more than one offer, s/he should not only notify employers whose offers they are declining, but also communicate with employers under consideration to attempt to establish mutually satisfactory decision dates. A student should make her/his final choice at the earliest possible date. Thayer Career Services has a policy designating the length of time offers must remain open. The current policy can be found on the office's "For Employers" web page. Acceptance of an employment offer should be made in good faith and with sincere intention to honor the commitment. After accepting an offer, either verbally or in writing, the student must not conduct interviews with other employers. In addition, the student should immediately withdraw from consideration with all other employers s/he was pursuing. **It is understood that students should under no circumstances renege on an offer once accepted.**

### THE CATCH ALL

We reserve the right to deny access to networking resources and recruiting opportunities to any student who exhibits unethical behavior in their job or internship search. Again, please come see us (Cummings 135) if you have questions on how to handle specific situations. We will work with you on finding a solution!