Job-Search Ethics
At the University of Pennsylvania you are expected
to conduct yourself in an ethical manner. There are
numerous stages in the job-search process, and
your ethics should not be compromised. Your
behavior will have a direct impact on how
employers view you, the University, your
department, and classmates. By participating in
On-Campus Recruiting, using PennLink job
postings, and/or applying for positions on or off
campus with organizations that recruit at Penn
(and other employers as well), you agree to follow
these guidelines.

Resume/Cover Letter/Job-Application Forms
You must provide accurate and honest information
about your education, work history, activities, and
GPA (if listed).
• Whenever you list your GPA, it must be
  exactly the same as the GPA on your “Penn-in-
  Touch” transcript, including two digits after
  the decimal point. Do not round up.
• You must write your own resume and cover
  letters. Do not copy from others’ work, online
  samples, or templates.
• Employers may ask you for a sample project,
your portfolio, or a writing sample. This must
  be your own original work, not a copy.
• When completing an on-line or paper
  application, complete all sections. If something
does not apply to you write “N/A” (which
  means “not applicable”). Be certain to account
  for all your time.

Your Profile and Social Media Presence
• Conduct yourself professionally and represent
  yourself honestly and accurately whether you
  are updating your Facebook or LinkedIn
  profiles, meeting with an employer at a career
  fair or information session, or networking with
  alumni of the University.
• Career Services and University policies require
  that your University of Pennsylvania education
  be listed accurately on your LinkedIn and
  Facebook profiles, in your PennLink and iNet
  accounts, and on all your career-related
  documents.

Interviews
Honest professional conduct is required
throughout the interview process.
• Answer interview questions honestly. Do not
  embellish or exaggerate your responsibilities.
  Do not lie.
• Do not take an interview just to practice with
  an employer that is not of interest to you. If
  you need interview practice, contact Career
  Services for interview advice and/or to have a
  mock interview.
• There is a strict policy for Late Cancellations
  and No Shows in On-Campus Recruiting. It is
  your responsibility to familiarize yourself with
  the guidelines and strictly adhere to them (they
  are on our website). Your recruiting privileges
  may be canceled if you do not follow the
  policies.
• Accepting or signing up for an interview is a
  commitment. Do not cancel your interview
  unless you are ill. If you have accepted another
  position, cancel any upcoming interviews
  immediately so that others may have an
  opportunity to interview.
• If you have misrepresented yourself in any
  way during the job-search process, employers
  will revoke your job offer and will not consider
  you for future employment.

Professional Conduct in
On-Campus Recruiting (OCR)
When you have been selected for an interview
through Penn’s On-Campus Recruiting program,
you must conduct yourself professionally.
• Show up at least 15 minutes before your
  scheduled time. Dress professionally.
• Look for the organization’s schedule on the
  bulletin board, put a check mark next to your
  name, and copy information from the
  interviewer’s business card if you want.
• Proceed to the waiting area for your interview.
• In waiting areas, keep your voice low. Do not
  bring any food with you.
• Do not knock on interview doors or wait to
  talk with interviewers when you have not been
  invited for an interview.

Accepting a Job Offer
Once you accept a job offer, you have made a
commitment to work for that organization. Do not
accept an offer until you are certain you will take
the position.
• When an employer offers you a position, the
  employer usually requests a response by a
deadline date. If you have interviews coming
  up with additional organizations or if you are
  waiting to hear from other organizations
  before you make a decision, then you will need
to negotiate for more time with the first
  employer. Meet with a Career Services advisor
  who will guide you through the discussion and
  help you to prepare for the negotiation. As one
  of Penn’s policies, Career Services requests that
  employers who interview on campus provide
  you with appropriate time to consider a job
  offer before making a commitment.
• There may be a situation when you must
  decide to accept or decline an offer before you
  have heard from other organizations, and
  additional time is not available. In this case, it
  is important for you to meet with a Career
Services advisor to help you in the decision-making process. Do so immediately.

- Once you have accepted a position, do not continue to interview with any other organizations, no matter when you submitted the application. Contact all organizations with whom you have interviewed or been invited to interview and withdraw your application. Inform them that you have accepted another position and thank them for their offers to interview you.
- If you are applying to graduate school and applying for job openings, meet with a Career Services advisor to discuss timing and possibly deferring start dates.

Honoring Your Commitment
It is unacceptable and unprofessional to accept a position and later change your mind. When you accept an offer verbally and/or in writing, you make a commitment to the employer. There are serious consequences to you, your department, and the University if you do not follow through with your commitment to begin working in your accepted position. Among these are first and foremost your reputation and the effect your decision will have on your future career. Organizations will contact your department, Career Services, the Dean of your school, and even the President of the University about your unethical conduct. Career Services will block you from using PennLink and On-Campus Recruiting in the future.

Career Services
The University of Pennsylvania
McNeil Building, 3718 Locust Walk, Suite 20
215.898.7531
www.vpul.upenn.edu/careerservices

Job-Search Ethics
University of Pennsylvania students are expected to conduct themselves in a professional and ethical manner throughout the job-search process.

Definitions
Professional
- the standing, practice, or methods of a professional, as distinguished from an amateur
- characterized by or conforming to the technical or ethical standards of a profession
- exhibiting a courteous, conscientious, and generally businesslike manner in the workplace
- having or showing the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well

Ethics
- rules of behavior based on ideas about what is morally good and bad
- moral principles
- code of behavior considered correct

Integrity
- the quality of being honest and fair
- firm adherence to a code of values
- adherence to moral and ethical principles; soundness of moral character; honesty

Honor
- to do what is required, by a promise or a contract
- good reputation; good quality or character as judged by other people
- honesty, fairness, or integrity in one's beliefs and actions
- a source of credit or distinction: to be an honor to one's family