

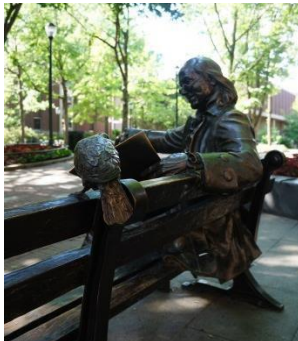
Job-Search Ethics

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

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