

Policy Statement

In order to maintain uniformity and consistency in the services, which we offer to students, we request that students adhere to our Code of Ethics and sign this Policy Statement. This will allow all qualified students to receive the maximum support and benefit of the CMC's services including inclusion in the Resume Book and participation in on-campus recruiting.

On-Campus Interviewing

RELEASE OF INFORMATION: Your resume will be made available to prospective employers through various means such as resume books, electronic resume referrals, etc. By registering with the CMC, you are authorizing the CMC to distribute your resume and contact information to prospective employers.

NOTIFICATION: If you are notified by the CMC of your selection for an on-campus interview, you must sign up and confirm your acceptance via www.COXeCMC.com by the specified deadline. If you wish to decline the invitation to interview, it is recommended that you notify the CMC staff member before the date of the interview.

CANCELLATION: Canceling on-campus interviews is not encouraged. If you must cancel an on-campus interview, we require a minimum of 48 hours' notice. In case of an emergency, notify us immediately. If you cancel more than three on-campus interviews, you will be required to meet with the Director of the CMC to discuss your future status with the office.

NO-SHOWS: Not showing up for interviews is unacceptable. If you are a no-show, your on-campus interviewing privileges will be suspended. You will be required to write a letter of apology to the company (copy to CMC) explaining why you missed the scheduled interview. If you miss a second interview, you will be required to meet with the Director of the CMC to discuss your future status with the office.

LATE ARRIVAL: If you are late for an interview, it is at the employer's discretion whether or not you will be interviewed. The second time you are late to an interview, it will be treated as a no-show (see above).

I Have Read and Understand This Policy Statement and I Agree to Adhere to Its Rules. Complete and email to mbacareer2@cox.smu.edu or fax to 214-768-3116.	
***You can type directly into the fields ***	
Name: _____	Email: _____
Signature: _____	Date: _____
Expected Graduation Date: _____	Last 4 digits of SS#: _____
Student ID: _____	
For office use ONLY:	
Completed MNGT: _____	
Eligible: _____	

----- Please, read and save the following page-----

MBA CAREER MANAGEMENT CENTER

The MBA Career Management Center has developed this Code of Ethics to provide some guidelines for the professional relationships between the CMC, prospective employers and our Cox MBA students. We encourage you to read, understand and abide by this code. Your participation and assistance in enforcing the code helps all of us to maintain the integrity of our program and to strengthen the value of the Cox MBA in the business marketplace.

PROFESSIONAL CONDUCT

Students are expected to interact with CMC staff and corporate visitors in a professional, courteous, and civilized manor.

INTEGRITY OF INFORMATION

Students must provide accurate information in their resumes and during interviews. Falsification of graduation date, GPA, previous salary, work eligibility, citizenship, etc. can all be confirmed and does nothing to help your job search, and, furthermore *is in direct violation of the [Cox School of Business Graduate Honor Code](#)*.

GENERAL RECRUITER COURTESY

Remember that the recruiters are here for your benefit as well as theirs. Professional courtesy such as timeliness and thank you notes help to improve and strengthen the value of the Cox MBA today and in the future.

ON-CAMPUS INTERVIEWING PROCESS

Students should submit their resumes only for positions in which they are truly interested and qualified for as outlined in the stated criteria.

"Shopping around" reflects poorly not only on you but on the Cox MBA in general. In the same manner, do not treat interviews as "practice." It is unfair to students who truly want the position and it is an inconsiderate use of a recruiter's time.

CONFIDENTIALITY OF INTRANET POSTING SITE

The CMC maintains a confidential website to post all positions available to part-time professional students. Help us to maintain the confidentiality of this site by not disclosing or sharing it with non-participating students or individuals.

OFFER ACCEPTANCE

Students must honor the acceptance of any offer (internship or full-time) as a contractual agreement with the employer. It is unacceptable and unethical to continue interviewing after accepting an offer; to renege on an accepted offer will result in the loss of all CMC services forever.

Students are expected to keep individual offer information from companies (including salary) confidential. Individual offers may vary depending on each student's experience and expertise and companies expect that this information will not be shared with fellow classmates.