



## NEWARK RECRUITING GUIDELINES

### STUDENTS ONLY

**Code of Conduct Agreement:** Rutgers University-Newark Students are required to read and return a signed copy of the Code of Conduct Agreement to CDC before they can receive recruiting support services.

**Resume Submission, Review, and Approval:** CDC reserves the right to approve resumes that will represent Rutgers University on the eRecruiting system. Students should bring a draft or revised copy of their resume during a Walk-In Period or schedule an appointment with a Career Counselor/ Career Management Specialist for a critique. Only resumes critiqued and “approved” by a CDC Career Counselor can be submitted to employers through the eRecruiting system.

**eRecruiting:** Students are responsible for establishing their own eRecruiting accounts, and for keeping their profile information on the site up-to-date and factual (this includes contact information, e-mail addresses, resumes, cover letters, and academic profiles). Currently enrolled Rutgers- Newark students must attend a Career Center Activation Meeting in order to gain access to the system and obtain their personal eRecruiting account. Misrepresentations or inaccuracies concerning your qualifications will result in your loss of access to all CDC placement related services/ resources.

**Career Counseling:** Career Counselors help students take effective ownership of the career development process, which involves the student’s efforts in targeting careers, companies, and industries. In the event information is shared with a Career Counselor which results in the Counselor feeling the student risks harming him/herself or a third party, CDC reserves the right to seek the help of Rutgers University Health Services.

**No-Show Policy:** A student who does not show up for an on-campus or off-campus interview will be deactivated from eRecruiting and ineligible for all further interviews until he/she meets with the Assistant Dean/Director of the Career Development Center. A letter of apology to the employer, written under the supervision of the Director, will also be required.

### ALUMNI ONLY

**Code of Conduct Agreement:** Rutgers University-Newark alumni are required to read and return a signed copy of the Conduct Agreement to CDC before they can receive any of its services.

**Resume Submission and Approval:** CDC services to alumni include resume/cover letter review and career/job search advisement. CDC reserves the right to approve resumes submitted through eRecruiting since they represent Rutgers University.

**eRecruiting:** Career postings in the eRecruiting system should be read carefully, as they are primarily targeted to undergraduate or recent graduates verses more experienced professionals.

**On-Campus Recruiting:** Alumni who have graduated more than 1 year ago are NOT eligible to participate in On-Campus Recruiting (interviews).