



CODE OF PROFESSIONAL CONDUCT AGREEMENT WITH THE CAREER DEVELOPMENT CENTER

First Name _____ Last Name _____ E-mail Address _____

Please check one: ___ Full-Time Student ___ Part-Time Student ___ Alumni

As a Rutgers University-Newark Student or Alumni and Career Development Center (CDC) client, I agree to the following code of professional conduct:

Please initial each line. It is also important that you read the recruiting guidelines for students and Alumni.

___ I accept full responsibility for my own career success by owning the career development process, utilizing correctly the various job search tools and resources available both within and outside of the Career Development Center.

___ I agree to follow the resume standards provided by the Career Development Center and agree to prepare my resume according to the recommendations made by the Career Management Specialists affiliated with the CDC.

___ As a user of CDC resources, I promise to adhere to the ethical standards and policies established by Rutgers University for their use. I will represent myself, my fellow students or alumni, and Rutgers University with the highest standards of conduct.

___ As a user of eRecruiting, I promise to respect the wishes of employers recruiting at Rutgers by adhering to requests regarding their job postings. For example, I will apply only to positions applicable to my qualifications and graduation date.

___ I agree to report all full-time and summer internship offers to CDC, submit a copy of the offer letter of the position I accept, and complete and submit the "Intern/Career Search Status Form." - **Students Only**

___ Once I accept a written or verbal offer from an employer, I understand that I have made a formal commitment to that organization. Consequently, I will cease to apply to positions. -**Students Only**

___ In the event that I need to cancel an interview scheduled through CDC, I will notify the office at least 48 hours before the interview. Reasons for canceling an interview must be due to acceptance of a job offer or because of medical or personal/family emergency. Documentation may be required for verification purposes. -**Students Only**

By signing below, I affirm that I have read and agree to abide by the Code of Professional Conduct. I will honor the letter and spirit of this agreement.

Client's Signature

Date Signed

Graduation Date