Career Development Center Disclaimer

The Career Development Center (CDC) serves as a referral source for jobs and other opportunities and generally cannot make specific recommendations regarding off-campus employers. The Center makes no guarantees about the positions listed by the Center. The CDC is not responsible for safety, wages, working conditions or any other aspects of off-campus employment. While we expect employers to adhere to ethical standards, we are not able to research the integrity of each organization or individual that lists a job with us. Students and alumni are urged to ask good questions and use common sense when applying for any job or internships, particularly with respect to employment in a private home or other opportunities not affiliated with an established public or private sector organization. We encourage you to research prospective employers using resources made available by the Career Center, as well as other tools, such as the internet.

The CDC provides opportunities for University of Arkansas students and alumni to develop job-search skills and provides resources to help identify potential employment. The CDC does not guarantee job placement for students nor for alumni.

Please contact the Career Center with questions or if you believe any employer listing jobs or internships with the CDC has misrepresented opportunities or has otherwise engaged in unethical conduct concerning recruitment or employment practices.

Student Agreement

Policies and Procedures

Employing organizations, universities, and students in the recruiting process have a responsibility for adherence to principles of professional conduct. Any unprofessional or unethical conduct can have serious repercussions for all parties, resulting in the reduction of opportunities for all candidates.

1. As a registrant of the Career Development Center, I agree to comply with the policies and procedures established to include:
   - Accurately presenting my qualifications and interests
   - Thoroughly researching the company prior to my interview to include attending company information sessions
   - Honoring interview commitments
   - Not sharing username and password
   - I understand that furnishing false information is a violation of student standards of conduct. If false information is discovered, I will not be allowed to use The University of Arkansas eRecruiting system.

2. All registrants are required to follow the Cancellation and No-Show policies listed below
   - Late cancellation (within 24 hours of the interview) or failure to appear for an appointment will result in a restriction from using the on-campus recruiting program.
   - Failure to sign up for an interview with a company for which I have been pre-selected will result in a restriction from using The University of Arkansas eRecruiting system.
   - A letter (written or email) must be sent to the company recruiter within three business days (72 hours) explaining the missed interview and a copy must be given to the Career Development Center. Your access to The University of Arkansas eRecruiting system will be denied until a copy of your letter is received by the Career Development Center. (Sample is on the CDC website)
   - After two no-shows or cancellations, you will meet with the Director or Associate/Assistant Director to determine your eligibility to continue to participate in the program.

3. By registering with eRecruiting this authorizes the Career Development Center to release career related documentation to prospective employers and graduate schools in printed or electronic format (including the INTERNET).

4. After accepting an offer from a company, the following will be completed:
   - I will notify the Career Development Center to change my status from “seeking employment” to “employed”
   - I will stop interviewing through the on-campus interview system
   - I will notify employers actively recruiting me that I have accepted an offer
   - I will fulfill my commitments made in the job offer accepted

***Note: if, after accepting a job offer, the employer should rescind the offer, I can immediately re-activate my job search through the Career Development Center.

Using the eRecruiting service at the University of Arkansas certifies that I have read and voluntarily agree to the policies and procedures stated above. I also understand that The University of Arkansas eRecruiting system is one method for finding a job. It is important that I
utilize several job search methods and not rely solely on eRecruiting.

**Reporting salary offer and job acceptance information to the Career Development Center is critical to the University of Arkansas for our ability to benchmark successful outcomes in national rankings and recognition. All information will remain confidential. Salary and placement information are only reported in statistical format (average salary, percentage of graduates placed, etc.)

You may contact the University Career Development Center at career@uark.edu or 479-575-2804.

9/3/2009