



engineering opportunities center

Student Policies

As representatives of Texas Tech University and the Whitacre College of Engineering (WCOE), it is imperative that all WCOE students exhibit the highest level of integrity. By using Job Grid and enjoying the benefits of Career Services, students are expected to have read the policies below in full to ensure that they fully understand what is expected of them. Any integrity violations, even if not explicitly listed below, will be treated with the utmost seriousness to protect the reputation of the University, the WCOE, Career Services, and students.

Please direct any questions to Career Services at coe.careers@ttu.edu.

By using Job Grid, I certify that I have read and agree to abide by the following policies:

- [Resume & Application Materials Integrity Policy](#)
- [Honoring Interview Commitments Policy](#)
- [Honoring Offer Commitments Policy](#)

Student Policy: Falsifying Information on Resumes

Employers use resumes to determine the qualifications, skills, and potential necessary to perform essential job functions. To ensure a fair and equitable hiring process for students and employers, each student's resume must be a 100% factual representation of his/her background, education, skills, experience, etc. As a representative of the Texas Tech Whitacre College of Engineering, it is each student's individual responsibility to ensure that all information on his/her resume is neither inaccurate nor misleading.

In addition to violating EOC Student Policy, the Texas Tech University Student Handbook (<http://www.depts.ttu.edu/dos/handbook/>) identifies falsifying information on resumes as a Student Conduct Violation under 01.e.01. Misrepresenting Facts - False grades, information on a resume, or academic information.

As such, if a student is found to have misrepresented facts or fabricated any part of a document sent to or seen by an employer, the EOC reserves the right to file a report with the Office of Student Conduct after internal review. If found responsible by the Office of Student Conduct, this will be considered grounds for disciplinary action ranging from loss of access to Job Grid to expulsion from the Whitacre College of Engineering, in addition to any penalties determined by the Office of Student Conduct.

Please note that this policy extends to all other documents that might be sent to or seen by an employer on a job application, at Job Fair, or on Job Grid, including cover letters and transcripts.

****If you have any questions on this policy, email coe.careers@ttu.edu.****

Student Policy: Honoring Interview Commitments

When a student accepts an offer to interview with a company, they are expected to honor their word and appear for the interview. Interviews involve time and expense for companies, and failure to honor a commitment to interview reflects poorly on the student, damages the reputation of Texas Tech students in general, and takes an interview slot away from another student that may have been selected for the position.

Any student reported to Career Services as not appearing at an interview without sufficient prior notice will face the following consequences:

- 1st No-Show
 - The student will be made Inactive on Job Grid until they write a letter of apology to the company.
- 2nd No-Show
 - The student will be suspended from Job Grid and all on-campus recruiting events pending a mandatory meeting with EOC Career Services Staff to determine consequences. The standard suspension will be the remainder of the academic year.
- 3rd No-Show
 - The student will be suspended from Job Grid and all on-campus recruiting events indefinitely.

Emergencies/Special Circumstances:

If a student has an emergency that prevents them from attending an interview or if they accept another offer prior to an interview, they must notify the company immediately, i.e. as far in advance of the interview as possible. They should apologize and assist in making alternate arrangements as appropriate.

If a student does not have the company's contact information for an on-campus interview, they should contact EOC Career Services at coe.careers@ttu.edu with the following information so that we can notify the company: company name, interview date and time, and reason for inability to attend the interview. Staff will follow up with next steps.

Student Policy: Honoring Offer Commitments

If you accept an internship, co-op, or full-time job offer with a company, you should honor your commitment and consider yourself off the job market. Recruiting and hiring students requires time and expense for companies, and companies will stop recruiting for a position once an offer is accepted in the expectation that the commitment will be honored. Failing to honor a commitment will hurt your reputation, cost the company further time and money to reopen the search, and reflect poorly on the integrity of Texas Tech students and the WCOE.

Remember, you should NEVER accept an offer with plans to renege if another offer comes along. Once you have made a commitment to a company, you should consider yourself committed and off the market. If you think you will change your mind about an offer, do not accept it until you are sure you will honor your commitment.

If you are waiting on a decision from a company and have an offer deadline with another company, communicate your situation with your recruiters! Tactfully notify the undecided company of your offer and request a decision before the offer expires. If they cannot meet the deadline, tactfully request an extension on your existing offer deadline. Oftentimes one or both will be able to work with you since they want you to make an informed decision.

Any student reported as failing to honor their commitment to a company will lose access to EOC Services pending a meeting with EOC Career Services Staff.

****If you have any questions on how this policy applies to your personal situation with a company or companies, please email EOC Career Services at coe.careers@ttu.edu to set up an appointment.****