



The Rawls Career Management Center Student Code of Conduct provides a framework for the desired level of professionalism among Rawls College of Business students, employers and CMC staff. This document is reviewed each semester by CMC staff and employer partners to continually improve and fine-tune expectations of RCOBA students.

Students are expected to represent both themselves and the school in a manner that demonstrates the highest standards of professionalism and integrity which includes, but is not limited to, the guidelines for behavior detailed below. By agreeing to follow these standards for professional and ethical behavior for career services, all Rawls students agree to:

- **Adhere to the Cancellation Policy:**
  - **RSVP-Based Recruiting Events**
  - **Scheduled Interviews**
  - **Employer-Led Mock Interviews**
- **Fulfill Commitments to Job and Internship Offers**
- **Attend CMC Appointments, Class, and CMC Events as Expected**
- **Dress Professionally and Appropriately**
- **Provide Accurate Information**
- **Submit RSVPs and Preferences in a Timely Manner**
- **Prepare Sufficiently**
- **Show Respect for Employers and CMC staff**
- **Report Employment Status in Handshake or [HERE](#)**

## Cancellation Policy

Missing an interview, mock interview, recruiting event, or having a late cancellation to any of these, are considered serious offenses. We hold the time of our employer partners in the highest regard. Additionally, significant planning goes into on-campus recruiting as well as organizing RSVP events. Cancelling or no-showing these opportunities wastes employer and staff time and takes a space away from another student who could have benefited from that employer interaction.

- **TWO BUSINESS DAY NOTICE IS REQUIRED FOR ANY CANCELLATION**
  - Ex: If you have an interview scheduled at 10am on Monday, cancellation by 10am the previous Thursday is required.
  - Ex: If you RSVP'd that you will attend an event at 6pm on Monday, cancellation by 6pm the previous Thursday is required.

The following policy applies regardless of the reason for cancelling. We understand that unexpected events occur, but once the final schedules are completed two business days prior to the interview, all other students have already been notified that they were declined and there is no way to go back and fill the vacant interview slot. It is always proper business etiquette to apologize for cancelling any appointment. This policy also applies to RSVP events put on by an employer or the Career Management Center.

❖ **First Offense: Temporary loss of all access to Handshake.**

Access will be restored upon receipt of apology letters written to the recruiter and to the Dean of the Rawls College of Business (Dr. Williams). The letter must be professionally formatted, adequately explain the circumstances, and apologize for the no-show or late cancellation. Letters should be hand-delivered or emailed to your CMC Employer Relations contact (listed below).

❖ **Second Offense: Permanent loss of access to Handshake and loss of access to all CMC sponsored recruiting events.**

The Employer Relations staff spends significant time and energy (over many years) building quality employer relationships for the benefit of Rawls College of Business students. It is imperative for the success of future recruiting efforts that CMC staff protect these relationships. Any student habitually not fulfilling obligations to employers will be subject to this policy.

- Should an emergency arise, or if a student knows ahead of time they will be late for an interview or recruiting event, they must notify a CMC staff member and/or the employer as soon as possible.
  - [Chelsea Baucum](#): Accounting and Energy Commerce majors, Meet the Firms, Meet the Industry, Employer-Led Mock Interviews and the Rawls Etiquette Reception and Dinner

- [Hailey Walker](#): Finance, General Business, Management, Marketing, MIS/IT, and Supply Chain majors
- If a student is offered an interview for a position to which he/she has applied, it is expected that the interview should be accepted.
  - There is no penalty for declining invitations to interviews for legitimate reasons.
    - Already accepted position with another company
    - Scheduling conflict (discuss with the employer prior to declining)
  - Students cannot transfer their spot to another student.

## Commitments to Job and Internship Offers

Students must honor the acceptance of a job offer as a contractual agreement with the employer. It is unacceptable for students to continue interviewing or travelling to office visits after accepting an offer with another company, or to back out of an already accepted offer. When students back out of an accepted offer they not only damage their own professional reputation, but have wasted the time and resources of the organization in question. In addition, that company's relationship with the CMC can be damaged, inhibiting opportunities for future Rawls students.

No matter how tempting, a more attractive or lucrative job offer does not justify cancelling on a previously accepted offer. Students should evaluate all offers carefully before accepting any of them. The CMC is always willing to assist students who find themselves in a difficult decision-making process.

**Students who back out of an accepted offer will be denied all future use of CMC services including career coaching and on-campus recruiting services.**

- A job or internship offer can come as a letter, email, phone or face-to-face conversation. Nothing in writing is *required* to constitute an official offer.
- An offer is considered accepted once the student has indicated to the employer (by phone, in person, email, etc.) that they accept. A student should not accept the offer until necessary terms (salary, relocation, expectations, etc.) have been discussed and agreed upon.
- Students must not expect an employer to wait an exceptional amount of time for an answer. Two weeks is generally a maximum time for consideration of an offer.
- Students must respond to **every** offer, whether they accept or reject it. Upon the acceptance of a job offer, students agree to:
  - Notify all other employers with whom they are a job candidate and withdraw themselves from further consideration.
  - This includes cancelling any scheduled interviews, office visits, etc. **Students will not waste the time of an employer who believes they are still available for consideration.**
- On rare occasions, extenuating circumstances may require a student to back out of an accepted job offer. Examples may include an obligation at home or a misrepresentation of the employment details by the company. If something like this should occur, students should meet with a CMC representative to discuss the proper steps **PRIOR** to cancelling their offer with the employer.
- Report all relevant offer information (e.g. company name, salary, bonus, location, etc.) in Handshake or [HERE](#) at any point after securing full-time employment.

## Attend Appointments and Events

The CMC staff works continuously to provide students with development and recruitment opportunities. It is necessary that students respect this ongoing effort and arrive on time for appointments and events.

- Attend appointments with CMC staff as agreed upon. Appointments must be confirmed by CMC staff before the appointment is active.
  - Two no-show appointments with CMC staff will result in loss of Handshake access. A face-to-face meeting is required to restore access.
- No CMC activity provides an automatic excuse for missing class. It is the responsibility of the student to communicate about class absences, moving test dates, etc. with their professor.
  - The CMC can provide proof of appointment before the function and proof of attendance after, upon request.

- The CMC is **NOT** responsible for granting requests to miss class or other academic functions for any reason. The decision to grant excused absences from any academic responsibility lies solely in the hands of the professor.

## Dress Professionally

No opportunity to make a favorable impression on an employer should be wasted. Students should always make an effort to dress to impress when interacting with employers.

- Appropriate dress for interviews, mock interviews, career fairs, and specific recruiting events (Meet the Firms, Meet the Industry, etc.) is business professional.
  - Students not dressed in business professional attire will be asked to leave recruiting events and come back when dressed appropriately.
  - Students not dressed in business professional attire for an interview or mock interview will interview only at the decision of the employer.
- Etiquette Dinners, Speed Networking, and #RawlsReady mixers are business casual.
  - Do not abuse business casual dress; it does NOT include shorts, jeans, or sandals.
- Employer connection sessions are business casual events unless otherwise noted by the employer.
  - Check with CMC staff to confirm.
- Please refer [HERE](#) for attire information or ask a CMC staff member at any time.

## Provide Accurate Information

The CMC provides a Handshake account to Rawls College of Business students, alumni, and employers. It is the **RESPONSIBILITY** of all account holders to ensure the information in their account is up-to-date and accurate.

- Student majors, GPA, and graduation dates are imported into the system from other Texas Tech University systems. Any incorrect information must be brought to the attention of CMC staff in order to correct any problems. **No corrections will be made when checking into a recruiting event.**
- Other demographic information is important for the CMC in order to complete job placement reporting. An updated cell phone number is very important and required in the system. An alternate email address is highly encouraged to ensure continued access to the system after graduation.
- Employers attach their own requirements to job postings. If a student is not eligible to apply for a position based on those qualifications, the CMC staff holds no power to make exceptions.

## Submit RSVPs and Preferences in a Timely Manner

Some recruiting events (Meet the Firms [MSA], Meet the Industry [ENCO], Etiquette Reception and Dinner) require an RSVP and preferences of various types. CMC staff members spend significant time tailoring events to fulfill the needs and requests of both students and employers.

- It is **IMPERATIVE** that students provide RSVP and preference information in a timely manner. Failure to do so will result in a loss of choice for that particular event or even exclusion if required deadlines are not met.
- RSVP exceptions will not be made. Event guidelines will be followed by CMC staff. It is the responsibility of every student to respond promptly to emails, RSVP for events as instructed, and proactively manage their involvement in all recruiting activities.
- It is also the responsibility of the student to reach out to an employer or the appropriate CMC staff member when you can no longer attend an event you have RSVP'd for.

## Prepare Sufficiently

Preparing to interact with employers is not only important to maintain the image of the Rawls College of Business, but is also vital to being a competitive candidate for employment with companies.

- Multiple opportunities are provided each semester to prepare students for many recruitment-related situations.
  1. Employer-Led Mock Interviews
  2. Staff-Led Mock Interviews
  3. Workshops

4. Various Student Development Appointments
5. #RawlsReady Mixers
6. Speed Networking
7. Etiquette Reception and Dinner

- A calendar of events can be accessed in Handshake.
- Arrive at least 15 minutes early for all interviews, mock interviews and recruiting events. This leaves you enough time to check in, store your belongings and get settled before your scheduled interview time.
- No CMC activity provides an automatic excuse for missing class. It is the responsibility of the student to communicate about class absences, moving test dates, etc. with their professor.
  - The CMC can provide proof of appointment before the function and proof of attendance after, upon request.
  - The CMC is **NOT** responsible for granting requests to miss class or other academic functions for any reason. The decision to grant excused absences from any academic responsibility lies solely in the hands of the professor.
- [Jamie Pitman](#), Associate Director of Student Development, is available to assist students with preparation needs. Employers will communicate to the CMC staff if a student was not prepared for an interview situation. **Students are strongly urged to take advantage of opportunities to develop the skills necessary in recruitment situations.**
- Students who are interested in applying for jobs and internships in Handshake **MUST** have an approved resume in Handshake. The approval process is in place to help ensure you are presenting a professional and quality resume to employers that recruit at the Rawls College of Business.

### **STEP 1: VMock**

To ensure the quickest resume feedback possible, the Rawls CMC has purchased the VMock Smart Resume platform. VMock is an online system that allows you to upload your resume at any time to receive instant 24/7 feedback!

Once you have reviewed the resume advice and samples in our Career Resource Handbook (*pages 15-18*) to build or update your resume, you are encouraged to follow these steps to ensure your resume is of high quality, will stand out to employers, and is ready for Handshake approval:

1. Visit **VMock** at [www.vmock.com/rawlscmc](http://www.vmock.com/rawlscmc), simply enter your ttu.edu email address and click the "Complete Registration" button to confirm your account.
2. **Upload a PDF version of your resume.** Once you upload your resume, VMock will provide instant feedback on your format, bullet construction, and skills. *Please note you only get 10 uploads per year.*
3. In addition to personalized feedback, you will also receive a numerical score. A score of 85 or more means you are ready to upload to Handshake.

### **STEP 2: Handshake**

***Once your resume has received a score of 85 or higher in VMock, you may upload your resume to Handshake.***

1. Log in to your **Handshake** account at [hirerawls.joinhandshake.com](http://hirerawls.joinhandshake.com).
2. Select "Documents" by clicking the down arrow next to your name on your Dashboard, then click on "Select from Computer" or "Add New Document" to upload your document. *Make sure your Resume is saved as your First Name and Last Name (ex: John Doe) and not "Final Resume" or "Marketing Resume".*
3. Your resume will be reviewed by a member of the professional documents team in the CMC.
4. If your resume is declined, you will receive feedback via Handshake Messages from a professional documents team member. *Your Handshake Messages can be found by clicking the down arrow next to your name on your Dashboard and clicking on "Messages".*

5. Once your resume is approved, be sure to mark it “Visible” so employers can view it.

For additional help, you may schedule a “Resume Review” appointment in Handshake or attend resume walk in hours in the CMC on Tuesdays from 2:00 PM-4:00 PM and Wednesdays from 9:00 AM-11:00 AM.

*We make every effort to be timely in the resume approval process, but it may take up to two business days to review your resume in Handshake. Please be aware of job and internship application deadlines and begin the resume approval process well before an application is due.*

### **Process for Transcripts, Cover Letters, and Other Professional Documents:**

All professional documents listed above should be uploaded directly to Handshake for review. Transcripts will be reviewed to ensure the information saved can be viewed by prospective employers. You will receive Cover Letter feedback from a professional documents team member via Handshake Messages. For additional help, you may schedule a “Cover Letter Review” appointment in Handshake.

## **Respect Employers and CMC Staff**

Employers and CMC staff work diligently together to provide opportunities for Rawls College of Business students. These relationships have been built and maintained over a long period of time and will be protected to remain strong for the benefit of future RCOBA students.

- Disrespectful attitudes directed at any employer representative, lack of preparation, lack of professionalism, or otherwise embarrassing behavior will not be tolerated.
  - This type of behavior will be addressed with the consequences outlined in the Cancellation Policy.
- Disrespect of any CMC staff member will also not be tolerated. The CMC exists to assist students in preparing for employment, gaining employment, and being successful in that employment opportunity. Students will maintain the same professionalism with CMC staff that is expected when interacting with all other faculty and staff in the Rawls College of Business and Texas Tech University.
  - Mistreatment of CMC staff will result in appropriate action being taken by RCOBA administration, the Office of Student Conduct, and the Texas Tech Police Department. Further information regarding student conduct expectations can be accessed [HERE](#).

## **Report Employment**

The CMC gathers information each semester regarding job placement rates of RCOBA students. This information provides CMC staff tools in improving services, better serving specific majors, and assisting students in choosing their majors and employment path.

- CMC staff may contact students up to 90 days after graduation to gather this information.
- Students’ personal information will **never** be shared with anyone. Barry Broughton, Senior Director, will use your information to compile hiring statistics, average starting salary, etc.
- Students can report their employment in Handshake or [HERE](#) at any point after securing full-time employment.