W. P. Carey School of Business
Policies and Professional Standards

Overview:
The W. P. Carey School of Business offers current students the opportunity to develop their professionalism and the ability to go to the employment market as confident and competitive candidates. This includes the ability to participate in a comprehensive career management program as part of their studies, and having the opportunity to engage with alumni and employers in multiple channels. To optimize these opportunities and engage with representatives from organizations, both on and off campus, we have set the following standards to help guide students in knowing what is appropriate and expected of them as up-and-coming leaders and professionals.

We have carefully designed these recruiting policies with our students’ best interests in mind. They are based on what the market expects and are supported by years of recruiting experience and feedback. We ask that students familiarize themselves with these commitments to professionalism outlined below and incorporate them into their interactions with one another, our staff, employers, alumni, and within the Handshake platform.

Our career center actively promotes a commitment to the professional standards for employers, students and staff established by the National Association of Colleges and Employers (NACE). Please read the expectations below, and sign off your agreement to these standards.

As partners in your career journey we welcome any clarification or discussion you would like to have regarding these. Engaging with a career coach, or other resources within the W. P. Carey network, will help you ensure you are confident and on track with these standards of behavior.

1. Your commitment to provide and maintain accurate profile information in Handshake.

Handshake profile and resume:
The Handshake platform is an important benefit of being a W. P. Carey student. It allows you the opportunity to look at opportunities and to profile yourself as a candidate in the open employment marketplace.

Completing and maintaining your profile in Handshake is an imperative part of your internship or job search. Students are responsible for the accuracy of the information provided. While job searching, students are asked to ensure that their profiles and resume are “visible” to employers to help with their own self-marketing and the signal to the marketplace of the caliber of students we have in our programs.

Once you have accepted a role, your resume needs to be made “private” on the platform so you are not misrepresenting yourself as still actively seeking. If this does not happen, your career coach will contact you with a request to update your information promptly.

2. Your commitment to professional outreach and communication

Communication to staff, faculty, alumni, recruiters, and professionals:
Being understood as professional is a critical part of signaling you are serious about your career goals, and how you will contribute to being perceived as an up-and-coming leader. Communications with others needs careful thought to ensure you are learning how to be a professional, and that your reputational goals are being met.
There are many forms of communication: oral, written, in-person, phone, video, email, instant messaging etc. In all cases students are directed to maintain a formal, professional and respectful tone. Written communications should strive for proper grammar and spelling, as well as clear intent on the goal of the outreach or message.

Guidance on how best to construct meetings, emails or other communications can be referenced through the extensive resources students have available to them, including career coaches.

Any positive or constructive feedback from the employers and alumni will be shared with the student as it is received, and in some cases an action plan will be defined and expected from the student.

Professionally responding to communication:
Students are expected to check their communications channels regularly, particularly those they have provided on their resume and/or to the W. P. Carey community. Responding to phone and email inquiries from staff, recruiters, employers, alumni, etc. in a timely manner is polite and professional. Doing so within 48 hours, or the next business day is appropriate and professional.

If you receive direct communication about an event, interview, or job opportunity, it is an expected professional practice that you promptly respond to any and all outreach by employers and career staff, including declining the offer to attend or asking for alternative arrangements. Failure to respond to employer communications will result in outreach from a Career Coach with a request for a formal apology to the employer.

3. YOUR COMMITMENT TO ATTEND AND BE PROPERLY PREPARED FOR ALL EVENTS OR INTERVIEWS SCHEDULED.

Preserving the reputation of the W. P. Carey School of Business as a place where young professionals can be found and hired is a role all of us contribute to. The degree of your preparedness and professionalism when interacting with alumni and employers are major factors in determining whether a company will continue hiring from W. P. Carey in the future.

Signing up to attend events is a privilege students enjoy as W. P. Carey community members. Taking this seriously and showing up when you have signed up, and the company representatives are expecting you, is an easy way to demonstrate your commitment to developing your professional practice.

If for some reason you cannot make it, communicating this ahead of time is also a professional courtesy students are expected to practice now and throughout their careers.

If you do not show for three or more events, your access to Career Management may be revoked.

Dress Code:
This is a business school. It is a subtle, but powerful, signal that you are serious about being a part of the world of business community when you show up looking like a professional. The market expects that students wear business professional attire at all career fairs, company-sponsored information sessions, interviews or other employer events -- whether in person or remote.

At no time are graphic t-shirts, shorts, athletic shoes, flip-flops, sandals or other overly-casual attire allowed at any career employer event. When in doubt, check with the Career Management resources available to you, including working with your coach.

You may be asked to leave a session if you do not adhere to a standard of professional attire.

Information Sessions, open houses and other events hosted by companies:
Whether in person or virtual, students are required to register their intent to attend events in Handshake by the established deadline. This is polite, professional and helps the companies plan the resources required to optimize their time and interactions with students.
Students who miss the registration deadline, but wish to attend, must contact Career directly to determine the best way to action a plan for being reconsidered and added to the attendee list.

Students who arrive late to an information session or are inappropriately dressed will not be allowed to attend.

Once in an event, it is professional and courteous to stay in the room once the session or meeting has begun and remain until the end.

Students who wish to cancel their RSVP for an employer session must do so using Handshake at least 72 hours in advance of the event so that the employers can adjust their expectations and allocation of resources, including how many representatives they bring and any catering and refreshments they have ordered.

**In-person, phone and virtual Interviews:**

Interviews are an important stage of the hiring process that speaks to our students’ abilities in going to the employment market as strong applicants and positive representations of professionalism. Congratulations!

**Please consult with your Career Coach about how to effectively network with employers if you are wanting to be reconsidered as a candidate for their interview day.**

For all forms of interviewing, the same professionalism is expected and is signaled when it comes to dress code and preparedness for the discussions. *Added considerations for video interviews include: lighting, internet connection, webcam placement, eye contact, and voice modulation.*

a) **Remote interviews:** These may be conducted in various locations. If you need help getting set up, need computer equipment and/or help arranging your interview, please seek guidance from the University Technology Office (UTO): https://uto.asu.edu/

b) **In person:** Candidates are required to arrive for interviews at least 10 minutes in advance of their scheduled interview time to ensure they are in the right place, are timely and can get signed in. *Note: It is not appropriate to approach employers in the interview center and ask to be added to their schedule.*

c) **Declining an offer to interview:** If you receive an interview invitation, but are not interested in the interview, you must decline the invitation within 48 hours to signal your intent to the employer, as well as to ensure they has the opportunity to consider other candidates.

d) **Missing a scheduled interview:** If there are extenuating circumstances (emergency or illness) and you must miss an interview or an event, it is professional and appropriate to take care to let your interviewer know so they are not waiting and expecting you. For these rare occasions when you cannot attend, you must notify career so they can help you decide how best to communicate in a way to manage the employers’ expectations and potentially make alternative arrangements. *Note: that you will likely be asked to provide documentation as confirmation of your circumstances.*

Be sure to seek out resources and coaching to prepare yourself in all of these cases.

4. **YOUR COMMITMENT TO APPLY FOR AND ACCEPT OR DECLINE INTERVIEWS IN A TIMELY MANNER.**

How to be re-considered for an interview:

When applying for a position on Handshake, students must adhere strictly to all application deadlines if they are to signal their professionalism and be considered by the company. For interviews, there are also considerations about responding promptly if you are to hold your spot in the process and in some cases ways to be considered if you missed the first pass at interview candidate selection.

**Open Interview Slots:**

In some rare cases employers leave interview spaces open in their schedule for candidates that they are impressed with when attending information sessions or other events that fall after the application date. If you have missed a deadline or want to be re-considered for any open slots, you are encouraged to attend events and speak with company representatives about your interest and why you think you think you need to be re-
considered as a strong candidate for their business needs. Working with your coach to get this approach right and relevant to your audience is a good first step in your plan.

**Interview Sign-up Deadlines:**
Upon your selection for an interview, you have a maximum of 72 hours from the date of notification to sign-up for an interview. After 72 hours, it is assumed that the interview slot is available for others and the employer may fill the space with an alternate candidate. At that point you will have lost your opportunity to meet the employer at this stage of their process. A thank you letter is recommended as part of your own professional practice.

**Re-arranging an Interview Time:**
Each company determines the length and duration of its interview schedule. The employer selects eligible programs and students for interviews. All students selected for an interview schedule are notified simultaneously. Sign-up for time slots on Handshake are offered on a first-come-first-serve basis. If the time slot you want is not available, you can request alternative times with other interviewees in Handshake. Work with your coach or the career team to define how to do this.

**5. YOUR COMMITMENT TO ACCEPTED OFFERS.**

We expect you to act in accordance with the W. P. Carey Student Honor Code, in an ethical manner throughout all aspects of your job search and in every circumstance when dealing with employers and alumni. Accepting an employment offer is a contractual agreement, done in good faith. Upholding your commitment with future employers, whether you found the position through your on-campus or off-campus job search, is professional, ethical and universally expected.

**Offers of Employment:**
We recommend that you consider each offer carefully with the assistance of your Career Coach before taking action. Verbal or written acceptance of an offer is considered a contractual commitment to that employer; therefore, it is considered unethical to continue interviewing and applying for other positions after accepting one offer. Upon accepting any job offer, you must immediately withdraw all other job applications and cease your job search, including removing your public profile form Handshake.

Students who accept an offer from an organization and later renege/decline the offer will be prohibited from further utilizing Handshake, pending a meeting with the Career Management Director.  
*Note: ASU Career and Professional Development Center adheres to the same policy when using Handshake.*

You are expected to adhere to the ASU Student Code of Conduct and the Professionalism Policy set by your university program at all times.

**6. YOUR COMMITMENT TO REPORTING YOUR SUCCESS**

**First Destination Survey (FDS) –** W. P. Carey is responsible for collecting employment outcomes as part of our commitment to the broader ASU community and as a way to better support students who need career help. As part of your professional practice as a soon-to-be alumnus, you are expected to complete the FDS to signal your plans for the future and contribute to the collective outcomes for W. P. Carey.

**Graduate students only - Employment Reporting Survey:**
We utilize the Handshake survey tool to collect all graduate student employment data. Entering all internship and job offers will ensure accurate data collection for employment reports.

All of these commitments and standards are in place so we may help you develop your professionalism, and to provide you with the best possible opportunities to demonstrate your positive reputation and experience with prospective employers and our office. If you are not able to uphold any of the above mentioned commitments, we may revoke access to all career services.
W. P. Carey School of Business  
Policies and Professional Standards

I understand and agree to adhere to the Policies and Professional Standards.

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