CDC/ BCS Student Code of Conduct

By logging on to RamblerLink and using other services of the Career Development Center ("CDC") and Business Career Services ("BCS") at Loyola University Chicago, current students and graduates are entering into a partnership with CDC or BCS and their staff in which all parties have personal and professional accountability.

CDC/BCS pledge to:

- Professionally represent Loyola University Chicago students and graduates when communicating to employers and agencies;
- Adhere to non-discriminatory practices maintaining U.S. Equal Employment Opportunity compliance by referring all interested students and alumni for employment opportunities regardless of race, color, national origin, religion, age, gender, sexual orientation or disability;
- Exercise sound judgment and fairness in maintaining confidentiality of student and graduate information by not disclosing personal information outside CDC or BCS without prior consent. Employment statistics will be reported in aggregate form and with no identifying personal information.

Current students and graduates using the services of CDC or BCS pledge to:

- Represent CDC or BCS and Loyola University Chicago in a professional manner when communicating with alumni, faculty, staff and employers. When conducting a job or internship search, students and alumni represent themselves, as well as Loyola University Chicago, including other students, alumni, faculty and administration. The expectation is to always be honest and ethical in all written, spoken and in-person communication.

Specifically:

Student/Alumni Profile and Use of RamblerLink Features
- Keep contact information and resume up-to-date in RamblerLink. Incorrect or outdated information makes it difficult for CDC or BCS to be of assistance. Information should be updated each semester.
- Refrain from posting any resume or biographical information that is incomplete, false, inaccurate or misleading.
- Refrain from taking any action that seeks to harass, annoy or deny service to an employer by means of abusive behavior or use of features on RamblerLink for purposes other than that which they are specifically intended.
- Refrain from disclosing or sharing your password to RamblerLink with other persons or third parties or using your password for any unauthorized purpose (e.g. allowing access to friends or family members)
- Refrain from taking any action which imposes an unreasonable or disproportionately large load on any of RamblerLink’s services which may result in compromised college-employer hiring relationships. (e.g. applying for dozens of jobs at one time or a clear pattern of applying for positions for which you do not meet a minimum of the employer’s desired qualifications.)
Advising Appointments

Career Development Center
• Keeping appointments is a professional courtesy. Students/alumni who are unable to attend scheduled advising must call the center’s front desk as soon as possible to cancel. Anyone who is more than 20 minutes late for an appointment with the CDC will need to reschedule.

Business Career Services
• Quinlan students cancelling 48 hours or more in advance may do so via RamblerLink. In addition as a Quinlan student or graduate, I realize that:
  o If I am unable to attend my career counseling/advising appointment, I will call BCS at least 24 hours in advance to reschedule.
  o If I am more than 15 minutes late to an appointment and did not call to confirm this delay, my appointment will be cancelled.
  o 1st “No-Show” – I will receive an email informing me of my absence and explaining the consequences of a 2nd “no-show.”
  o 2nd “No-Show” – My profile on Ramblerlink online will be deactivated and my resume will be removed from the resume referral program until the end of that semester and I will need to make an appointment with the Director to discuss the violation.

Interviews and Job Offers
• Provide at least two business days' notice if unable to attend an interview, recruiting event, panel or other career event requiring pre-registration. Timely cancellation via RamblerLink allows other students or alumni to utilize the newly opened slot. If circumstances prevent cancellation via RamblerLink during the required timeframe, call BCS during business hours.
• Consider all aspects of an internship or job offer prior to acceptance. Most employers will provide ample time to make decisions about accepting offers. We encourage students to meet with a career advisor if they have any questions about the offer or if they are evaluating multiple offers. Verbal acceptance of a job offer is as binding as a written acceptance. Reneging on an offer is a serious offense as it damages relationships with the employer and reflects poorly on the University. If an employer reports a student has reneged an acceptance or failed to appear for work, permanent suspension from RamblerLink and CDC or BCS services will result.
• Once an offer is accepted, students must remove themselves from the recruiting process, report their employment information in RamblerLink and discontinue pursuing or soliciting other offers.

By using RamblerLink and any other CDC or BCS service, students and alumni are agreeing to adhere to the Code of Conduct. Please contact the appropriate office with questions:

• Career Development Center • careercenter@luc.edu or 773.508.7716
• Business Career Services • quinlancareers@luc.edu or 312.915.7810

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