

The Claremont Colleges Joint Recruiting Program

Student Responsibility Agreement

Student Acknowledgement

My use of the College's online recruiting system constitutes an agreement between the career centers of the Claremont Colleges and me that I will adhere to the rules, regulations, and policies that are incorporated as part of this agreement. I understand that my abridgement of the rules, regulations, and/or policies constitutes the basis of my on-campus recruiting privileges at the Claremont Colleges to be revoked.

Responsibilities

- I will submit my application materials through my College's online recruiting system before the deadline listed in the job description.
- I agree to acknowledge the employer's invitation if selected for an interview and understand that if I accept, it is my responsibilities to select an interview time.
- I will keep track of my interview dates, times, and locations and will check in with the appropriate career center 10-15 minutes prior to each interview.
- If I do not comply with these responsibilities, I understand I may lose all recruiting privileges at the Claremont Colleges for the remainder of the academic year and could be subject to further disciplinary action.

Accepting, Declining, or Reneging on a Job Offer

- I promise to be professional and respectful in accepting or declining all job offers and understand that my behavior directly represents my school and the Claremont Colleges.
- Before accepting any job, I will consider my options carefully and request more time to make the best decision for me. I understand that my career center is available to help in negotiating my job offer. This is a decision I will take seriously.
- I understand that accepting a job offer, either verbally or in writing, represents a formal commitment to the employer. It is my ethical responsibility to discontinue interviewing with all other employers, including those who come through on-campus recruiting. I understand it is wrong to renege on an employment offer and doing so may carry negative consequences for me as a new professional.
- If I feel strongly about reneging on a job offer, I will contact my career center before taking action.

Cancellation Procedures

- I am professionally and ethically obligated to keep all scheduled interview appointments. If I must cancel, I know to do so through my college's online recruiting system 48 hours prior to the interview date and inform the host career center of my cancellation.
- If I fail to show up without notice for any reason, I understand that I may lose all recruiting privileges at the Claremont Colleges for the remainder of the academic year and could be subject to further disciplinary action.

In Case of Emergency

- After the 48-hour deadline, and only in the case of an emergency, I will call or visit in-person the host career center as soon as possible. I understand that email or voicemail is unacceptable in this situation.
- I will document my cancellation including the date and time I called and the name of the person with whom I spoke at the host career center to arrange the cancellation. I will also inform my career center of the situation.
- I understand that if I have to cancel after the deadline for any reason, I am obligated to write an apology letter to the company recruiter and copy both my career center and the host campus career center.

The Claremont Colleges Joint Recruiting Program represents Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Keck Graduate Institute, Pomona College and Scripps College.