

## Student Agreement:

*In consideration of the efforts the Career Services Offices (CSOs) make to assist me in making contacts with employers, I agree to adhere to the following guidelines. It is my understanding that if I do not keep this agreement, I may lose the privilege of using Cardinal Connect for my employment search.*

*I Agree:*

- To provide truthful and accurate information on my resume.*
- To uphold the University's values and tradition of ethical behavior: honesty, trustworthiness, respect and fairness in dealing with other people, and a sense of responsibility toward others.*
- To have my resume available to employers who have been granted access to Cardinal Connect, and wish to conduct online searches for resumes (I can opt out of this at any time once my account is set up within Cardinal Connect.*
- To keep my Cardinal Connect account information current, including keeping my contact information with the University up-to-date, and updating my resume as I gain relevant experience. (If my information is not updated on an annual basis, my account will be inactivated.)*
- To answer ALL correspondence from prospective employers.*
- To keep ALL scheduled interviews.\**
- To update employment offers in my account information - both when an offer is made and when an offer is accepted.*
- To discontinue interviewing upon the acceptance of an offer.*
- To honor all employment agreements with employers / organizations.*

*By using Cardinal Connect and submitting my profile, I am volunteering to release information to prospective employers who have been granted access to Cardinal Connect, and to CSOs.*

*The information that I am volunteering includes:*

*Name  
Address information  
Phone number  
e-mail  
Resume (and any information I include on my resume)*

*If at any time I do not want to receive emails from employers through Cardinal Connect, I have the option of suppressing my email within the application. I also have the option of suppressing release of my resume (for example, if I am interning). I may also inactivate my account (for example, if I am studying abroad).*

*I am not legally required to supply any of the requested information. However, failure to provide any of the information requested may prevent me from being considered for employment by prospective employers through Cardinal Connect*

*The Career and Testing Center has no control over and takes no responsibility for (a) the truthfulness, accuracy, quality, safety, morality, desirability or legality of employer information, position listings, (b) the ability of employers to offer job opportunities, or (c) the hiring, recruiting or other practices of any Employer.*

*The Career and Testing Center is committed to the policy that all persons shall have equal access to its services, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation*

# On Campus Interviewing

The Career and Testing Center offers students the opportunity to interview with organizations on campus during the fall and spring semesters. On campus interviews are scheduled October - December and February - April. On-campus interviewing is a convenient mean of establishing initial contact with prospective employers.

To learn more about the employers (and the positions) coming to campus for interviews, login to <http://dept.lamar.edu/careerandtestingcenter/> and click on Cardinal Connect. To participate in on-campus interviews, you:

- Must be completing a Lamar University degree or you must be an alumnus of the university.
- Must read and agree to abide by the Student Guidelines for Participation in the On-Campus Interviewing Program - **remember, we want this to be a positive experience both for you and for our visiting employers! You are also in many ways, an ambassador representing Lamar Univeristy - First impressions count!**
- Must register, create a profile, and upload a resume onto Cardinal Connect (See our [sample resumes](#)).
- Must meet the minimum requirements specified by the employer (major, GPA, graduation date, etc.).
- Must schedule your own appointment through Cardinal Connect by following the instructions on the website.

## Before the Interview

- Prepare yourself: Think of examples of your skills, abilities, interest, etc. If you feel unprepared for your interview, schedule an appointment to meet with a Career Consultant at Career Services or set-up a mock interview.
- Research the company: Never interview with a company without researching that company first.
- Formulate several questions to ask the recruiter: Rehearse these questions in your mind prior to interviewing. Do not carry a list of questions into the interview. Your questions should focus on topics, such as future goals, work environment, training, etc. Never ask question regarding benefits, salary, or fast tracking.
- Information sessions: Many employers conduct information sessions to inform you about their opportunities. It reflects well on you and the University to attend these functions.

## Day of the Interview

- Arrive at the Career Services office 10-15 minutes before your interview time.
- Check in with the front desk staff when you arrive.
- Leave any items that you do not want to take into the interview with the front desk staff.
- Bring additional resumes, an official transcript, and copies of your official transcript to your interview.
- Dress professionally.

## After the Interview

- At the conclusion of the interview, be sure to know how the company will follow-up.
- Send a thank-you note within 24-48 hours of your interview.
- Contact the Career and Testing Center's Director for Employer Relations and Career counseling at 409-880-8961 when you receive a job offer.
- Ethical standards require that you withdraw from campus interviews once you have accepted a job offer from an employer.

## **Interview Program Student Conduct Policy**

As a student participant in the Interview Program, you are representing Lamar University to all employers. Your actions in the on and off campus recruiting process significantly influence the employers' continued interest in recruiting Lamar students. For this reason the following Student Conduct Policy has been established.

### **Cancellation**

Once you are scheduled for an interview, you are responsible for being present on the designated date and time. Interview cancellations will be accepted up to two (2) full business days (Mon-Fri) prior to the day of the scheduled interview. Following this procedure affords another student the opportunity to interview in your place and the employer another opportunity to engage with a qualified Lamar student. A student who needs to cancel after the schedule freezes (after two days prior to scheduled interview) must contact the Career and Testing Center's Director for Employer Relations and Career Counseling at 409-880-8961. Late cancellation will be considered the same as a No Show.

### **No Show Policy**

If you fail to attend a scheduled interview or fail to cancel an interview within the parameters stated above, you will be considered a No Show for that interview. The following details the steps the Career and Testing Center will take your obligations, and potential consequences. Please note that until a final decision is made concerning your missed interview, you will be expected to meet interview obligations for which you are already scheduled.

### **First No Show**

A missed interview constitutes a very serious problem. Our recruiters react very strongly to a "no-show" situation. For this reason, if you fail to show for a scheduled interview, you will be automatically deactivated from the Cardinal Connect and you are required to do the following actions in order to be reactivated:

1. Create and present a physical copy of a letter of apology to be sent to the employer with whom you missed the interview to the Career and Testing Center for approval.
2. Upon sending the letter as an attachment via email, carbon copy the Career and Testing Center .

Deactivation from Cardinal Connect will remove your ability to apply for positions as well as sign up for future interviews for which you have been invited. You will be expected to meet interview obligations for which you are already scheduled.

### **Second No Show**

If you fail to show for a scheduled interview a second time within an academic year, you will automatically be deactivated for the remainder of that year. In order to be reactivated the following year, you must complete the steps required under the First No Show.