NEBRASKA COLLEGE RECRUITING CONSORTIUM  
Ethical Standards and Policies/Release Authorization

To make this recruiting program successful, the parties involved need to adhere to ethical standards as set forth by the National Association of Colleges and Employers. Following are the ethical standards and policies that are particularly applicable to the Nebraska College Recruiting Consortium (NCRC)/JobZone Recruiting Program.

- A student should never try to gain advantage over other NCRC candidates by contacting participating employers directly during the formal recruiting/interview period. However, it is acceptable for a student to respond to e-mail messages or other contacts initiated by participating employers.
- Students who are not selected for an interview should not contact the employer in an attempt to discover the reason for the rejection. Students may later apply directly to the employer—after the recruiting period ends.
- When a student submits a resume for consideration, it is assumed that the student has an interest in that employer. Practice interviewing (interviewing with employers for whom a student has no interest) is viewed negatively by employers, reflects badly on the NCRC, and takes opportunities away from other students.
- Students who must cancel an interview appointment must remove their name from the interview schedule on the JobZone and notify their Career Services Office at least two (2) workdays before the interview. Failure to follow this policy may result in forfeiture of the right to participate in future NCRC interviews.
- Students who simply fail to show up for an interview will be suspended from participating in on-campus interviews for a period of no less than one year, and will be suspended from using the JobZone until a letter of apology is written to the employer and copied to the student’s Career Services Office.
- It is inappropriate for students who have accepted employment offers to accept or participate in further interviews. They should notify their Career Services Office immediately so that any additional interviews can be canceled. If multiple job offers are received, a student should notify all of the employers once a decision is made.
- It is considered good job search etiquette to send a thank you letter promptly (within two days) after an interview. Students are encouraged to ask for business cards at the end of their interviews so they have the information needed to express their appreciation personally to the interviewer.
- Employers have an ethical and legal obligation to treat all candidates fairly. If students observe or experience what might be considered inappropriate behavior during an interview, they should contact their Career Services Office immediately.
- Individuals participating in this program are certifying that the information they provide is truthful and accurate. Those found providing false information will forfeit their right to participate in any NCRC recruiting programs.

I, ____________________________________________, have read and understand the ethical standards and policies as they apply to my participation in the Nebraska College Recruiting Consortium/JobZone Recruiting Program.

AGREEMENT/RELEASE AUTHORIZATION

By signing this form, I agree to adhere to these ethical standards/policies and also authorize my Career Services Office and the NCRC to release my employment materials to prospective employers.

________________________________________   ____________
Signature                                      Date

A SIGNED COPY OF THIS FORM MUST BE ON FILE IN YOUR CAREER SERVICES OFFICE BEFORE YOU WILL BE MADE ELIGIBLE TO PARTICIPATE IN THE NCRC/JOBZONE RECRUITMENT PROGRAM.

Revised 5/24/10