University of Pittsburgh
Division of Student Affairs
Career Center

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Career Center Student Policies

The Career Center requires students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the Student Code of Conduct put forth by the University of Pittsburgh. In addition, the following policies are set forth by the Career Center:

1. Non-Discrimination Policy

It is the University of Pittsburgh's Policy to admit qualified students and administer all educational, athletic, financial, and employment activities without discrimination based on race, color, gender, national origin, religion, age, sexual orientation, disability, or any other status protected by applicable federal, state, or local law unless allowed by law and deemed necessary to the administration of the college's educational programs or operations. The Career Center expects that any employer or third-party organization representing an employer that posts a position through Handshake or uses the University's facilities for the purpose of recruiting for full-time, part-time, temporary, or internship positions, adheres to this Policy and complies with federal and state equal employment opportunity laws in its recruiting and hiring.

2. Student Recruiting Policies, Commitments, and Obligations

The Career Center requests that students understand and adhere to the National Association of Colleges and Employers (NACE) position on their Rights and Responsibilities as a Job Seeker.

If a student has arranged a meeting, phone call, virtual session, or interview with an employer, the Career Center expects the student to honor these commitments by being prepared, professional, and on time. Likewise, if an employer requests additional information such as transcripts or test scores, a candidate's presence at a function, or schedules second-round interviews, the Career Center expects that a student will honor all reasonable requests to the best of their ability and in a timely fashion.

A. Fraudulent Employer Disclaimer

The Career Center posts jobs through Handshake to assist students with their job search. However, a posting does not constitute an endorsement or recommendation of any employer or job by the University or any relationship between the employer and the University. The University makes no express or implied representations, warranties, or guarantees about job listings or the accuracy of the information provided by the employer. The University has no control over any links embedded in a job posting. Therefore, the University is not responsible for the accuracy, legality, or any other aspect of the content of a link(s). The University is not responsible for safety, wages, working conditions, or any other aspect of off-campus employment without limitation.

Whether a student pursues an employment opportunity through Handshake or any other forum,

such student is responsible for performing due diligence in researching employers when applying for or accepting employment and for thoroughly researching the facts and reputation of each organization to which they are applying. For reference, the University has developed tips relating to identifying and avoiding fraudulent jobs and scams, which can be found here. Students should be prudent and use common sense and caution when applying for or accepting any position.

B. Misrepresentation

Falsifying data such as your GPA, dates of graduation, major/minor, work experience eligibility to work in the United States, or other information on your resume, job application, or speaking with a recruiter is unethical. If you falsify documents or misrepresent yourself to any employer, whether through a Career Center sponsored recruiting event, or in your independent job search, the Career Center may revoke your privileges within our office, including access to Handshake and on-campus or virtual interviews. In addition, employers have the right to rescind an offer for employment for misrepresentation.

C. Professional Conduct

Students participating in events and opportunities sponsored or hosted by the Career Center are expected to conduct themselves in a manner that represents themselves, the Career Center, and the University of Pittsburgh in a civil and professional manner. Failure to comply with this expectation may result in suspension of your Handshake account and restrictions from Career Center events and programs.

D. Cancellation Policies

i. Cancellation Policy: On-Campus or Virtual Interviews

Cancellations of on-campus or virtual interviews must be completed a *minimum* of 24 hours before the interview. You can cancel your scheduled interview through Handshake as long as the sign-up period is still valid. Please note that sign-up periods vary by employer. If the sign-up period has already ended and there is no option to cancel in Handshake, you must immediately contact the Employer Relations Coordinator directly at employer@pitt.edu. It is also strongly encouraged to call the Career Center's main office at 412-383-4473. In your message, please provide your name, the company name, date of interview, and time of interview. Contacting or leaving messages via both avenues will assure receipt of your notification.

For emergencies in which 24 hours' notice is not possible (such as unexpected illness), you are expected to communicate about the situation as promptly as possible to our office and the employer.

ii. Cancelation Policy: Off-Campus Interviews

Even if an interview is not held within our office, the Career Center expects all students to cancel interviews (in person, by phone, or virtually) at least 24 hours in advance if they cannot keep an interview appointment. A last-minute cancellation or failure to show up for an interview negatively impacts your reputation as a student and professional and may reflect poorly on the University of Pittsburgh. Since the interview was set up independently and outside of Handshake, directly contacting the recruiter or representative is best.

For emergencies in which 24 hours' notice is not possible (such as unexpected illness), you are expected to communicate about the situation as promptly as possible to our office and the employer.

iii. Cancellation Policy: Events

The Career Center expects all students to cancel their event RSVPs at least 24 hours in advance if they cannot attend the event and failure to cancel in time or no-show to the event may result in suspension of your Handshake privileges. Failing to show up or cancelling last minute is unfair to potential participants who want to attend but are instead waitlisted. In addition, for some events (not all), we have employers and organizers who participate, and they are giving their time to assist University of Pittsburgh students/alumni. Thus, having no-shows for RSVP events reflects negatively on you and the University of Pittsburgh as well. In an emergency, students should contact the Career Center immediately at 412-383-4473 or careers@pitt.edu.

E. Student Job and Internship Offer Policy

The student job and internship offer policy intends to allow students ample time to carefully consider all their employment options and make informed decisions about their employment and career path while also respecting employers' recruitment and hiring needs. We educate students on evaluating and carefully considering job offers and discourage them from hasty decisions that may lead to reneging, which we firmly oppose.

i. Renege Policy

Students and alumni are expected to be honest and ethical in their interactions with potential employers and to always act with professionalism. Use of the Career Center is a privilege. Candidates are expected to discontinue interviewing immediately after accepting an offer (verbally or in writing). Before deciding on an employment offer, you should reflect on the opportunity and the organization. We expect you to honor your employment commitments. However, if you cannot keep a commitment due to unforeseen circumstances, you must inform the company as soon as possible. It reflects poorly on you and will negatively impact opportunities for fellow and future students if you renege on an accepted offer.

3. Violation of Polices

Students who violate the above policies may be suspended from Handshake and all upcoming sponsored events with the Career Center, including previously scheduled on-campus or virtual interviews and company site visits. To be reinstated, the student will need to:

First Offense:

- Provide the Career Center a detailed, professional electronic letter of apology. The Career Center will forward the letter to the employer. Directly contacting the employer will not be grounds for reinstatement – it must go through the Career Center. Send electronic letters to the attention of the Employer Relations Coordinator at careers@pitt.edu.

Second Offense

- Provide the Career Center a detailed, professional electronic letter of apology (same as first offense).
- Meet with the Assistant Director of Employer Relations.