

NIU Department of Accountancy

Ethical Job Search Policy

[This document is included as a part of the Career Fair Registration. This printed copy is for reference only.]

The NIU Department of Accountancy expects everyone engaged in a career or job search to do so in a professional and ethical manner, reflecting the policies and expectations established by the Department of Accountancy and NIU Career Services. Everyone who participates in the Accountancy Department Recruiting Process must acknowledge this policy.

The purpose of this policy is to protect your rights during the recruitment process as well as to maintain the strong reputation of NIU Accountancy. Failure to adhere to these rules and expectations can result in your referral to the Department Chair, removal from ACCY student groups, revocation or ineligibility for ACCY scholarships and graduate assistant positions, inability to attend future ACCY career fairs, and severe damage to your professional reputation. Please read this material carefully.

Policies and Procedures for an Ethical Job Search

Accountancy students and alumni will:

- Attend a Recruiting Orientation session to understand the NIU Accountancy recruiting process
- Respond to employer queries regarding recruiting within two business days.
- Attend all accepted interviews and other job-related commitments.
- Represent oneself professionally in all recruiting practices; and
- Act ethically when accepting offers of employment.

Information on each of these items is detailed below.

1) Attend a Recruiting Orientation session to understand the NIU Accountancy recruiting process

Everyone is expected to attend a Recruiting Orientation Meeting to ensure understanding of the NIU recruiting process. These sessions are held in ACCY 370, Accounting Career Planning Seminar. Participants unable to attend the seminar may elect to meet one-on-one with Internship Program Director Suzanne Youngberg. Attendance at this meeting is mandatory.

2) Respond to employer queries regarding recruiting within two business days

Once a student or alum applies to an open position on Huskies Get Hired or attends a Career Fair, employers may invite them to interview or attend related functions. These invitations may be received via Huskies Get Hired. A response to such contacts must be made within two business days.

3) Attend all accepted interviews and other job-related commitments.

All participants will honor all interview commitments by being on time, prepared, and professional in their actions. You should be dressed appropriately at all times. Students not honoring an interviewing commitment will be considered a No-Show, which is a violation of this policy.

No one should cancel a scheduled first interview to attend a second interview with another employer; rather, a request should be made to the second interviewer to reschedule.

In short, NIU Accountancy expects that all commitments to all recruiters will be kept. Your professional reputation, and the reputation of NIU Accountancy, should be maintained at all times. At the same time, you should expect that recruiters will keep their commitments to you as well. Please let Professor Youngberg know if a recruiter does not keep their commitment, or if your experience with a recruiter is unprofessional.

4) Attend all accepted interviews and other job-related commitments, continued:

Cancellation of an **on-campus interview**, for any reason, must occur before the interview schedule “Sign Up End Date” on the Huskies Get Hired system – typically 48 hours before the interview. If one cancels after an interview schedule “freezes” and does not attend that interview, that person will be considered a no-show and in violation of this policy.

Canceling an **on-site/final round interview** must be done 72 hours prior to the visit by calling and emailing the company contact person. This allows firms to fill the interview slot with another candidate. Canceling after the 72-hour window has passed and not attending the on-site interview will be considered a no-show and in violation of this policy

If an employer reports someone as a no-show for a scheduled interview, that person’s Huskies Get Hired account will be deactivated immediately – thus preventing them from applying to any jobs or signing up for any additional interviews. To be reinstated on the Huskies Get Hired system, contact NIU Career Services.

5) Act in a Professional Manner in all Recruiting Practices

The following are practices that should be followed to begin the job search process:

- Provide accurate information on a resume and in answers to interview questions regarding academic background, GPA, work history, activities, and other qualifications.
- Apply for interviews only when genuinely interested in the company and the position.
- Meet all online application deadlines for submitting resumes and obtaining interview times.
- Conduct research about oneself, the company, and the position prior to interviews.
- Dress and conduct oneself in a professional manner befitting a member of the NIU Department of Accountancy.
- Once a meeting or phone call with an employer has been arranged, the Accountancy Department expects the student to honor these commitments by being prepared, professional, and on time.
- All reasonable requests of an employer, such as information requests, presence at a function, an answer to an offer, etc., will be honored in a timely manner.

6) Act Ethically When Accepting Offers of Employment

When accepting an offer of employment, one must have every intention of honoring that commitment. Once an offer of employment has been accepted, the commitment should be listed on your resume and your “Huskies Get Hired” profile or you should withdraw from the recruiting process entirely.

Anyone who **accepts two employment** offers must:

- Inform both employers of this situation
- List an accepted internship commitment on resume
- Meet with Suzanne Youngberg
- Meet with academic advisor, if a student.

Anyone who **accepts a full-time offer** must:

- No longer apply to future job postings.
- Decline all future job interview invitations.
- Cancel all future scheduled interviews.
- Inform the Department of Accountancy.
- Inform NIU Career Services.

Students who renege on an accepted offer of employment are considered in violation of this policy.

Non-Academic Internships or Job Experiences

The Department of Accountancy has rules governing academic internships, including the length of the internship and a minimum number of hours per week that students should be employed. Experiences for freshmen and sophomores do not normally qualify for academic internship credit because the experience does not meet these requirements. In addition, students may desire to accept an internship offer but not register for the internship class.

While the Department of Accountancy does not require all students with qualifying internship offers to register for ACCY 473 or 673, enrollment is highly recommended. Enrollment provides you with support from the Internship Coordinator, Suzanne Youngberg, should you need it. It also allows students to receive academic credit while working in the field. And, enrollment subjects you to rules that help make sure that your experience does not hinder your progress toward graduation and a successful start to your future career.

If you choose to take an internship but not enroll in the academic internship course, or if you have an experience that does not otherwise qualify for academic credit, you are strongly encouraged to inform Suzanne Youngberg about your experience before it begins. You should also avoid taking classes during your experience, especially if you will be working more than 20 hours. The Department of Accountancy has counseled many students who have accepted a non-academic internship and simultaneously enrolled in course work. This is rarely successful, even for our best students. You may be required to travel, or you may be asked to work significantly more than you expect. Your professors will not accept your non-academic internship experience as an excuse for missing class or examinations. The Department will not adjust its retake policy as a result of an "F" in a course because of a non-academic internship or experience. Please make sure you let Professor Youngberg know if you accept any experience and you are not registered for academic credit.

Internship Course Enrollment Expectations

NIU students seeking an academic internship must meet all the academic requirements for enrolling in ACCY 473 or ACCY 673, as outlined in the NIU Catalog, by the time the internship begins.

Students who accept an internship with an employer participating in an Accountancy Career Fair agree to the following:

- I will enroll in ACCY 473 or ACCY 673 and pay the required tuition and fees or permit the Accountancy Department to enroll me if I fail to enroll.
- I will not enroll in any other courses **during my internship course time period**. Exceptions to this policy may be granted by the chair of the Department of Accountancy.
- I understand that no withdrawal is allowed from ACCY 473 or ACCY 673 unless permission is granted by the chair of the Department of Accountancy. Exceptions to this policy may be granted by the chair of the Department of Accountancy.

Students who accept an academic internship with an employer who does *not* participate in an Accountancy Career Fair must:

- Submit the job description for the academic internship to Suzanne Youngberg, Accountancy Internship Director, for permission to enroll in ACCY 473 or ACCY 673.

I have read, understand and accept this policy and expectations. I acknowledge that violations of these policies can harm my reputation and the reputation of NIU Accountancy.

Students will sign this document electronically during the online Student Career Fair Registration Process

Signature

Printed Name, Z-ID, Date