

NIU Department of Accountancy

Ethical Job Search Policy for Students

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

The NIU Department of Accountancy requires students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the policies and expectations established by the Department of Accountancy and NIU Career Services. All students who participate in the Accountancy Department Recruiting Process must acknowledge review of this policy, which outlines expectations and consequences.

This policy is in place to protect student's rights during the recruitment process as well as to maintain the strong reputation NIU Accountancy students enjoy with employers who recruit through Career Services. Please read this material carefully.

Policies and Procedures for an Ethical Job Search

Accountancy students will:

- Attend a Recruiting Orientation session to understand the 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 recruiting process

Students are expected to attend a Recruiting Orientation Meeting regarding Recruiting Policies and Procedures before signing this document. These sessions are held in ACCY 370 class. Students may elect to meet one-on-one with Internship Program Director Suzanne Youngberg. Students must attend this Orientation once during their study at NIU.

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

Once a student applies to an open position on Huskies Get Hired or attends a Career Fair, employers may contact the student to invite them to interview or attend related functions. Students may receive invitations to interview via Huskies Get Hired. Students must respond to such contacts within two business days.

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

Students will honor all interview commitments by being on time, prepared, and professional in their actions. Students not honoring an interviewing commitment will be considered a No-Show.

Students should not cancel a scheduled first interview to attend a second interview elsewhere; the student should request that the second interview occur at another time.

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 student will be considered a no-show.

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 result in the student being considered a no-show.

If an employer reports a student as a No-Show for a scheduled interview, that student’s Huskies Get Hired account will be deactivated immediately – thus preventing that student from applying to any jobs or signing up for any additional interviews. To be reinstated on the Huskies Get Hired system, the student will need to contact NIU Career Services to learn the steps required for reinstatement.

5) Act in a Professional Manner in all Recruiting Practices

The following are practices that should be followed as students 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 an NIU Department of Accountancy student.
- If a student has arranged a meeting or phone call with an employer, the Accountancy Department expects the student to honor these commitments by being prepared, professional, and on time.
- If an employer has requested information, presence at a function, an answer to an offer, etc., the student will honor all reasonable requests to the best of their ability and 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. If a student accepts an offer of employment, either an internship or a full-time position, they must list the commitment on their resume and their Huskies Get Hired profile or withdraw from the recruiting process entirely.

Students who accept two internship offers must:

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

Students who accept 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

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 ⋮ **Students who renege on an accepted offer of employment may face disciplinary action.** ⋮
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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 coordinator, for permission to enroll in ACCY 473 or ACCY 673.

I have read, I understand, and I accept and will adhere to the:

- **Policies and Procedures for an Ethical Job Search**
- **NIU Career Services No-Show Policy**
- **Internship Course Enrollment Expectations**

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

Signature

Printed Name

Z-ID

Date