



Quick Tips: Job Search Ethics

BASIC TIPS:

- Practicing job search ethics throughout your career creates an opportunity for you to present yourself in a most professional way. It shows that you have character and integrity.
- Ethics matter! Be sure that you respect the needs of others and be open and honest in your communications with companies that you are interviewing with.
- Take all your scheduled interviews seriously! If you fail to show up for an interview, it might upset the company, and the company may not want to return to your school to recruit other candidates in the future.
- You need to realize that your lack of commitment to show up for a scheduled interview can negatively impact not only on yourself, but also on your school and on the organization that you are interviewing with.
- If you accept a job position and then renege on that offer, it reflects badly on everyone involved, so consult with your career center before making an important decision like this.
- If you have a problem that arises after you accept a job offer, it's a good idea to call the recruiter that you interviewed with and walk them through the scenario. Communication skills are extremely important and a recruiter will likely have more respect for you since you shared important details along the way!
- A great resource when dealing with a job search ethics dilemma is your career center. Go in and speak with a counselor and share what your issue is. For example, If you happen to receive two job offers simultaneously, you need to know how to most effectively negotiate and communicate to determine the best fit for you AND the employer!
- Once you go through the job search process and you have accepted an offer, your job search is finished. Contact the companies that you are still talking to and let them know that you have made a final decision to go with another company.
- You never want to burn a bridge! You never know when you might run into someone in the future that you have interviewed with in the past. It is always best to be open and honest about all your commitments and that likely serve you and the companies that you are interviewing with most effectively!