



KU School of Business Career Services (BCS) Recruiting Policies

The following interviewing expectations exist to maintain long-standing positive relationships with hiring organizations. Failure to comply with these guidelines may result in damaged recruiting relationships at KU.

*By participating in HireJayhawks.com you verify that you have read and agree to the outlined recruiting guidelines and policies.

No Show Policy:

The no-show policy applies when a student does not sign up for an invited interview and/or appear for a scheduled interview and/or when a student cancels an interview with less than a 24 hours' notice. Students must be physically present on-campus on the day of the scheduled interview unless other arrangements have been made with the Career Center. Students who commit this offense will have their HireJayhawks.com access blocked and interviewing privileges will be suspended until a letter of explanation is written. These offenses are taken very seriously and will be kept on record.

Declining an Interview/ Withdrawing Your Candidacy

Legitimate conflicts can and will occur. Reasonable conflicts include acceptance of another job offer, personal illness, subsequent interviews/office visits with other recruiting organizations, or death in the family.

Students may withdraw their candidacy for a position at any time and for any reason, although doing so must be professionally communicated to both the hiring

organization and BCS in a timely manner.

If you will not be signing up for an on-campus interview for which you applied and have been invited, or need to cancel a scheduled interview, please contact BCS at kubuscareer@ku.edu for guidance in communicating your situation to the employer. Failure to comply will result in disruption to your HireJayhawks.com account.

Study Abroad Policy

For students who are participating in KU's study abroad program, students should contact Business Career Services directly with an expression of interest in the position promoted on HireJayhawks.com and BCS can refer along a resume to the recruiting group outside of the system. The student should not apply to On-Campus Recruiting (OCR) postings through the system as a courtesy to other applicants, the employer, and career services.

Misrepresentation

Falsifying data such as your GPA, dates of graduation, major/minor, work experience, eligibility to work

in the United States or other information is unethical and in violation of the policies. If you falsify documents or misrepresent yourself to any employer, whether via HireJayhawks.com or in your independent job search, Business Career Center has the right to rescind your privileges to use our services. Employers have the right to withdraw an offer or terminate your employment for misrepresentation.

Reneging on Job Offers

Once you accept a job offer, whether via our recruiting program or in your independent job search, you are expected to withdraw completely from the job search process. If you are uncertain as to whether you should accept an offer, please consult with a Career Center staff member. Reneging is unprofessional and jeopardizes KUs reputation in the employment community as well as your own. Should you renege on an offer, the Career Center may block you from participating in any additional on-campus interviews.



Questions?

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