

# TJU CAREER DEVELOPMENT CENTER

## YOUR RIGHTS & RESPONSIBILITIES AS A JOB SEEKER

Choosing and attaining meaningful employment is an important process for jobseekers. To aid this process, the Career Development Center and Employers develop connections and programs such as career fairs, campus interview programs and other services. In order for the process to be successful, everyone involved must work together and follow ethical guidelines. Below, see what you can reasonably expect from the Career Development Center and Employers, as well as what we reasonably expect of you.

### *Career Development Center Ethical Guidelines:*

**Confidentiality:** Career Development staff are expected to exercise sound judgment and fairness in maintaining the confidentiality of student & alumni information.

**Freedom of Career Choice:** You are entitled to be assisted by the Career Development staff in developing a career plan and making career decisions without having staff members' biases or personal values imposed upon you.

**Access to Career Information:** All students & alumni, regardless of personal or educational background, will be provided with equal and full access to information on career opportunities and types of employing organizations.

**Testing Information:** Career Development staff will inform you of the availability of testing, the purpose of the tests, and the disclosure policies regarding test results.

### *Ethical Guidelines for Employers:*

**Confidentiality:** Employers are expected to maintain the confidentiality of your information and should not disclose information about you without your prior written consent, unless necessitated by health and/or safety considerations.

**Accurate Information:** Employers are expected to provide accurate information about their organizations and employment opportunities.

**Freedom from Undue Pressure:** Employers are expected to provide you with a reasonable amount of time to make a decision about accepting an employment offer.

**Timely Communication:** Employers are expected to inform you of your hiring status and communicate decisions within the agreed-upon time frame.

**Fair Treatment:** If an employer is required by changing conditions to revoke a job offer that you've accepted, you're entitled to a fair and equitable course of action.

**Testing Information:** Employers should inform you in advance of any testing, the purpose of the tests, and their policies regarding disclosure of test results.

**Nondiscrimination:** Employers are expected to avoid discrimination in their recruitment activities and to follow equal employment opportunity and affirmative action principles.

### *Ethical Guidelines for Students & Alumni:*

**Provide Accurate Information** about academic work and records, including courses taken, grades, positions held and duties performed.

**Interview Genuinely:** Interview only with employers in whom you are sincerely interested and whose eligibility requirements you meet.

**Adhere to Schedules:** Appear for all interviews unless unforeseeable events prevent you from doing so, in which case you should notify the employer at the earliest possible moment.

**Do Not Keep Employers Hanging:** Communicate your acceptance or refusal of a job offer to employers as promptly as possible, so that they can notify other candidates that they are still being considered or that the position is filled.

**Accept a Job Offer in Good Faith:** When you accept an offer, you should have every intention of honoring your commitment.

**Withdraw from Interviewing When Your Job Search is Completed:** If you accept an offer of employment, you must withdraw from other interviewing and job searching immediately. Inform other employers that you are out of the running.

**Claim Fair Reimbursement:** If an employer has agreed to reimburse you for expenses you incur in its recruitment process, your request should be only for reasonable and legitimate expenses.

**Obtain the Career Information You Need to Make an Informed Choice About Your Future:** It is up to you to look into career opportunities, the organizations that offer them, and any other information that might influence your decision.

*These ethical guidelines are in accordance with the National Association of Colleges and Employers' Principles for Professional Practice and are current as of June 2012.*