

Job Search Integrity Statement

The initial tenet of the Carolinian Creed, referencing students' obligation to uphold a code of civilized behavior, states, "As a Carolinian, I will practice personal and academic integrity." When conducting a job search and interviewing with employers, your display of ethical behavior and professionalism may be perceived by employers as an indicator of your performance as an employee. Unprofessional student actions may harm both the Career Center's and the University's relationship with employers, which can ultimately deny student opportunities.

Professional and ethical expectations include attending and being punctual for events and interviews for which you signed up, appearing professional in dress and demeanor, and following through with your commitments. Expectations also include accurate representation of information in your JobMate profile, resumes, and applications/interviews.

I have read and understand the Job Search Integrity Statement:

Signature: _____ Date: _____

No Show Policy

A "No Show" is defined as someone who:

- A. submits a resume expressing interest in a campus interview and is accepted by an employer for an interview, but:
 - 1.) does not sign up for a scheduled interview time. **OR**
 - 2.) cancels after being accepted by the employer.
- B. cancels a scheduled campus interview less than 48 hours before the interview or does not show up for a scheduled interview.

First Violation of the No-Show policy: Your JobMate account will be suspended until you write a letter of apology and explanation to the employer. You must submit two copies of this letter to the Career Center with a stamped envelope that is addressed to the employer contact.

Second Violation of the No-Show policy: Your JobMate account will be set to "inactive" status for the remainder of the academic year.

I have read and understand the USC Career Center No Show Policy:

Signature: _____ Date: _____

Counselor Resume Approval (Please print neatly)

Student Name: _____ Date: _____

JobMate Username: _____

_____ has reviewed and approved this student resume.
(Counselor Signature)