

SB CAREER CENTER STUDENT CONTRACT

JOB/INTERNSHIP SEARCH PRINCIPLES FOR PROFESSIONAL CONDUCT

To participate in any recruiting related events/programs through the Stony Brook University Career Center, you must adhere to the ethical standards established by the University's Career Center, and agree to abide by the policies listed below. Failure to conduct your job, internship, or volunteer search in accordance with these principles may negatively affect your future employment opportunities, your ability to use Career Center services, as well as the relationship between the University and employers who utilize its services.

This agreement includes all recruiting related events including but not limited to: Job/Internship Fairs, Virtual Fairs, On-Campus Recruiting, ZebraNet Job Listings, and networking events.

Career Center Resume Referrals

- I give permission to the Career Center and its affiliated intermediaries to distribute my resume and supporting materials, including job search correspondence and transcripts.

Job/Internship Search Integrity

- I agree not to falsify information in my ZebraNet account, on my resume or any other supporting documents. In accordance with Stony Brook University policy, students who falsify information will be referred to the Office of University Community Standards.
- I understand that if I submit a resume for a position through ZebraNet, at a SB Job/Internship Fair, or at a Career Center related event, I acknowledge a sincere (and informed) interest in the company, and thus agree to attend the interview if I am selected by an employer.
- I understand that scheduling an interview is a commitment. Unless a legitimate reason arises, such as personal illness, death in the family, or the acceptance of another offer, I will fulfill my commitment and show up to a scheduled interview. If I cannot attend a scheduled interview, I agree to send proper notice to the employer and Career Center to cancel within 48 hours prior to the interview.

I understand that the consequences of cancelling or not showing up for a scheduled interview are as follows:

- My first **"no show"** will result in temporary deactivation from the On-campus Recruiting program and other recruiting events, until I write a letter of apology to the employer; the letter may be sent by email and must be copied to Kimberly Joy Dixon, Assistant Director of Employer Relations and Diversity at: kimberly.dixon@stonybrook.edu.
- After a second interview **cancellation**, I will be deactivated from ZebraNet until I meet with a Career Center staff member to discuss possible (but not guaranteed) reactivation.

