

## **Commitment to Professionalism and Career Advising Guidelines**

Students should maintain the Jones Graduate School of Business' positive reputation within the business community, while preserving the School's standards of scholarship and professionalism.

### **Career Management Center Professionalism Policies for Full Time Jones Graduate School of Business Students**

Students:

- Must complete required Career Management Center (CMC) online course to be eligible for: on-campus recruiting, to RSVP for recruiting events, and to schedule appointment with assigned CMC Advisor.
- Must accurately represent themselves in all written and oral communications with companies (i.e. resume, interview, and networking).
- Should prepare diligently for all interview and job search activities.
- Should not apply for a position and/or provide a resume to a company unless willing to interview with that company.
- If a student indicates he/she will attend (RSVPs) a recruiting event, the student should attend. If a student has an emergency that precludes attending, the student will immediately inform the Career Management Center of the conflict or cancel his/her RSVP.
  - Failure to attend (after RSVP) for recruiting event or interview will result in a "block" of your access to Symplicity/On-Campus Recruiting. If "Blocked," the student will be unable to apply for positions, until he/she has met with his/her assigned CMC Advisor to discuss the situation and clear the block.
- Should provide employment search status to the Career Management Center when that information is requested or *if a position has been accepted*.
- Should not continue to interview and/or pursue additional employment opportunities after accepting an offer.
- Should not renege on accepted offer, verbal or written. (See CMC Advisor if conflict/problem exists).
- Should schedule Career Advising sessions with assigned CMC Advisor via Symplicity (the JGSB On-Campus Recruiting system). When his/her advisor is not available, it is fine to schedule with another CMC advisor.
- May schedule advising appointment for up to two 1/2hour sessions (1 hour total) each week in [Symplicity](#).
  - Failure to show for a scheduled Career Advising session will result in the student being unable to reschedule an appointment with advisor until one week following the missed appointment.

CMC Advisors:

- 1<sup>st</sup> Year MBAs – Ashley McTaggart
- 1<sup>st</sup> Year MBAs – Janell Reniers
- 2<sup>nd</sup> Year MBAs – Shannon Franklin
- 2<sup>nd</sup> Year MBAs – Jennifer Thomas
- MBA-P – Sue Hochman
- EMBA – Marie Bergeron

**We look forward to working with you this year!**