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/alumni actions may harm both the Career Center’s and the University’s relationship with employers, which can ultimately deny student/alumni 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.

No-Show & Cancellation Policy
An interview “No Show” is defined as someone who: submits a resume expressing interest in an on-campus interview and is accepted by an employer for an interview; BUT
* declines the interview invitation for any reason other than having already secured employment; OR
* simply does not sign up for a scheduled interview time; OR
* cancels the interview after signing up for a scheduled interview time in less than 48 hours prior to the interview; OR
* does not report to the interview.
A student may decline an interview invitation (if having already secured employment) or may cancel an interview without incurring a no-show penalty IF they email the employer a letter of apology and explanation at least 48 hours prior to the interview date. If declining an interview invitation due to having already secured employment, the student must also complete the Career Center’s Annual Employment Survey online to report their hire. In both cases, the student should copy Kristin Knopf at knopfk@mailbox.sc.edu when he or she sends the letter of apology and explanation to the employer.

An externship “No Show” is defined as someone who: signs up for an externship opportunity; BUT
* cancels in less than 48 hours prior to the externship; OR
* does not report to the externship.

First violation of the No-Show & Cancellation Policy: Students will be given 24 hours following the interview/externship date to write a letter of apology and explanation to the employer. Students must email this directly to the employer using the subject line “letter of apology/explanation” and must copy knopfk@mailbox.sc.edu in the Career Center. If preferred, students can submit two copies of this letter to Kristin Knopf in the Career Center with a stamped envelope that is addressed to the employer contact. If no letter has been written within 24 hours, the student’s JobMate account will be suspended until the letter is written.

Second violation of the No-Show & Cancellation Policy: A student’s JobMate account will be set to “inactive” status for the remainder of the academic year. I have read and understand the Job Search Integrity Statement and the No-Show & Cancellation Policy:

Signature: _______________________________ Date: ________________

Resume Approval (Please print neatly)

Student/Alumni Name: _______________________________ Date: ________________

JobMate Username: _______________________________ Last Date Profile Modified: ________________
(if new account indicate N/A)

________________________________ has reviewed and approved this student/alumni resume.
(Career Center Staff Member Signature)

Please read, sign, and submit this form to the Career Center via mail, fax, or in person. Revised 7.26.12

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