



## **GEOLOGY STUDENT RECRUITING CODE OF CONDUCT**

It is of utmost importance that all students participating in the recruiting process hold themselves to the highest of standards. You are not only representing yourself, but also the Department of Geology & Geophysics and LSU. These standards include, but are not limited to: providing accurate information to the department and employers; dressing in professional interview attire; adhering to interview schedules and cancellation policies; withdrawing from the recruiting process after accepting an offer of employment; and conducting yourself in a manner that is representative of LSU.

### **Providing Accurate Information**

A student must provide accurate information to university staff and potential employers during the recruiting process. If a student intentionally provides false information on their resume or at any time during the recruiting process they will immediately be dismissed from their recruiting privileges until the next academic year and depending on the extent of the situation a student can be dismissed indefinitely.

### **Interview No-Shows**

Interview no-shows will not be tolerated. Strong relationships between LSU and employers are built upon successful recruiting efforts. When a student fails to show up for a scheduled interview time, this damages our relationship with employers. This damaged relationship causes a loss of future opportunities for the university and its students.

### **Interview Cancellations**

If you must cancel your scheduled interview time, please do so as early as possible. This will allow employers to fill your time slot with another student. If for any reason your interview must be cancelled, please contact Stacey Halphen immediately at (225) 578-3426 or via e-mail at slebl23@lsu.edu.

If you fail to show up for a scheduled interview time, you must set up a meeting with Stacey Halphen by calling (225) 578-3426. You will need to write an apology letter to the employer and provide two copies of this letter, along with a preaddressed, unsealed stamped envelope at your appointment with Stacey. The department will send one copy of the letter to the employer and keep the other on file. If this is not taken care of in a timely fashion, your recruiting privileges will be revoked until the next academic year. If you fail to show up for a scheduled interview a second time, you will no longer be allowed to participate in the recruiting process.

### **Accepting an Offer**

You must notify employers of acceptance or rejection of a job offer in a timely manner. Once an offer has been accepted please notify Stacey Halphen at (225) 578-3426. At this time, your resume will be removed from the pool of applicants and you will no longer be allowed to interview with other companies.

### **After the Recruiting Process**

If you accept a job offer with a company through the LSU Geology Recruiting Process, the same standards listed above apply. If an employer notifies LSU of any misconduct of its students while they are still enrolled at LSU, the student will not be allowed to take part in future recruiting events.