On-Campus Recruiting
Student Guidelines

The professional community judges the quality of our institution through our graduates. Both the University and its alumni benefit from maintaining a good local, national and international reputation. We expect and require that all students who utilize on-campus recruiting at the Career Center adhere to these guidelines:

1. Be well-prepared for every contact with an employer. Utilize your knowledge from workshops, internships, jobs and other Career Center events to make an informed connection between your strengths and the employer’s needs.

2. Academics come first. Avoid missing classes to interview, attend information sessions, or participate in any Career Center event. Coordinate with professor(s) if absences should be unavoidable.

3. RSVP for employer events and information sessions through CAREER/link. Arrive on time for employer events and information sessions and stay for the entire event. Ask questions and stay alert.

4. Sign up for interviews only if you are interested in the position. Arrive 5-10 minutes before your interview is scheduled to start. Always dress in business attire. Bring three copies of your resume.

5. No-show policy: If you decide to withdraw your name from consideration for a position, inform the Career Center at least two business days before your scheduled interview. If you miss an interview after this time has passed, it is considered a “no show” and you will be required to send an e-mail apology to the employer within 24 hours. A copy should be sent to the Career Center (careers@wustl.edu). If this e-mail is not sent, or if you miss one interview, you will immediately lose on-campus recruiting privileges. If you are sick, a doctor’s note may waive this action.

6. Comply promptly and completely with all employer information requests.

7. Stick to your commitment. Once an offer has been accepted, either verbally or in writing, additional interviewing should cease. If you renege on a job agreement, the Career Center reserves the right to intervene.

8. Report all offers and status (i.e., holding, rejected, accepted) to us at careercenter.wustl.edu/plans.