

I. Student Information: (please print)

First Name	Middle Name	Last Name	10-digit Student ID Number
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Use of and affiliation with Wisconsin School of Business (WSB) Career Management services, tools, and relationships is a privilege and comes with the responsibility to conduct yourself with the highest of standards, integrity, and professionalism. Regardless of your employment status, by signing this Recruiting Code of Conduct, you agree to conduct yourself within, but not limited to, the following standards of professional and ethical behavior:

II. Employment Status:

- I am employer-sponsored or committed to returning to my previous employer.
1. I understand this limits my ability to participate in on-campus, off-campus, and virtual recruiting activities and interviews.
 2. If this status changes, within three days of the status change, I will provide a written update to my assigned Assistant Director of Career Management and the Director, Careers & Corporate Partnerships.

OR

- I am actively seeking internship and job opportunities.

III. Code of Conduct:

Regardless of your status, all students are eligible to use the Career Management Center resources, tools, and offerings. As such, all students are expected to abide by the following Code of Conduct:

A. Professional Judgement and Behavior in all Recruiting Activities and Relationships:

1. I will maintain professional behavior in all dealings with employers, WSB staff and stakeholders.
2. Meeting recruiting commitments:
 - a. I will RSVP by employer or WSB recruiting deadlines to help employers and their staff, and WSB, plan events and workshops. I recognize that without expected guest counts, visiting employers may have insufficient recruiters, refreshments, or materials for their events. I realize that 'no-shows' for events or receptions can result in companies canceling campus or virtual interviews, thus tarnishing their experience at WSB.
 - b. If I RSVP to an event or meeting, I will follow through with the commitment.
3. I will dress professionally, recognizing that both virtual and in-person interviews typically require business professional attire (unless otherwise noted) and company presentations and/or receptions may allow business casual (unless otherwise noted).

III. Code of Conduct (Continued):

4. I will arrive on-time for all recruiting events. For on-campus interviews, I will arrive sufficiently ahead of time (suggested at 10 minutes) to facilitate required check-ins. By committing to an interview, I acknowledge that only in legitimate, urgent circumstances (i.e. sudden illness, family-related emergency, or acceptance of another offer) will cancellation of a scheduled interview be accepted.

5. I will respond to every interview and employment offer. If I receive an invitation to interview and do not plan to attend, I will decline the invitation immediately so another student can take the spot. I will respond to every offer of employment in a timely and professional manner, whether I accept or reject it.

B. Represent Yourself Accurately, Prepare, and Recruit with Genuine Intentions:

1. I certify that the information I provide in all WSB recruiting systems (i.e. 12Twenty, Handshake, etc.) is correct, and that I will maintain up-to-date and accurate information on my resume(s) in systems and through personal distribution. Any misrepresentation may result in the loss of WSB recruiting systems access, and interview privileges, and may result in UW-Madison disciplinary action as provided in the UW System Administrative Code, Chapter UWS 17.03(7).

2. I will prepare in advance for industry events and interviews by conducting company and industry research and prepare questions for recruiters. When attending events and interviews, I will engage and ask questions to the best of my ability, recognizing that failure to do so may be interpreted by employers as a lack of interest, which can reflect poorly on fellow WSB students.

3. I will apply only for positions that match my interests and abilities. I will work with the WSB Centers and Career Management Center professionals to ensure my understanding of positions that align with my career interests and for which I am qualified. I understand that ingenuine or indiscriminate "shopping around" reduces opportunities for my classmates. I will not treat recruiting as an opportunity for "practice interviews." It is unfair to my peers who genuinely want the job and to the employer expending resources to recruit at WSB. I understand that mock interviews are available to me through WSB Centers and the Career Management Center.

C. Honor All Recruiting and Employment Commitments:

1. I will carefully consider all offers and honor my first job acceptance. Upon acceptance of an internship or full-time offer, I will immediately cancel and/or refuse further interviews and quickly decline other offers so that my fellow classmates may be considered for those opportunities.

2. If I need to cancel an interview, I can do so without penalty prior to the "Sign-Up End Date" listed in all postings.

3. I understand that "reneging" or backing out on an accepted offer is a very serious offense.

- i. It will be escalated to WSB leadership;
- ii. It risks loss of privileges and access to Career Management Center services, tools, and staff;
- iii. I understand that backing out of any accepted offer found through any job source – WSB systems, Centers, or Career Management recruiting, or, any external career fair, job boards, etc. is considered "reneging";
- iv. I understand that "reneging" damages WSB's reputation with employers, alumni, fellow students, and other stakeholders and is a breach of this Code of Conduct.

D. Accountability and Authorizations:

1. I will learn and use campus online recruiting systems as part of my overall career strategy. I understand that all on-campus (in-person or virtual) job postings and interview opportunities occur through Handshake and that opportunities in Handshake are dynamic, real-time, and changing daily. It is, therefore, my responsibility to use Handshake regularly and consistently to optimize my career management strategy.
2. I agree to report and upload employment data within three days of my status change for an internship or full-time job acceptance. I will use WSB's 12Twenty (wsb-wisc.12twenty.com) system to do this. I understand this data may be shared on an aggregated basis with authorized WSB leadership and MBACSEA auditors. I understand that only aggregated class data may be reported for media and marketing purposes and that aggregated data results are critical to WSB's strategy with current and prospective students, recruiters, administrators, and rankings agencies.
3. I authorize the MBA/Master's Programs Office and UW-Madison faculty and staff to refer my resume for employment related purposes during the program and up to six months following graduation.

E. Consequences of Breaching the Code:

1. Breaches of this Code of Conduct may result in (but are not limited to):
 1. Revocation of all on-campus recruiting activities.
 2. Revocation of access to all or some of the Career Management systems and staff.
 3. Revocation to career coaching and other Career Management services.

F. Employer Expectations:

1. For employers to recruit using WSB online or virtual recruiting systems, employers must abide by WSB Career Management guidelines which can be found at: (1) Calendar: <https://business.wisc.edu/graduate/recruit-hire/>; and (2) Policy: <https://wsb.wisc.edu/companies-recruit-hire/mba-students/recruiting-services/policies-and-procedures>. If you feel you have experienced unprofessional or unethical recruiting practices, notify the Director of Careers & Corporate Partnerships at once. The information you share will be treated with confidentiality and anonymity.

With my signature I hereby acknowledge understanding of and agreement with the Recruiting Code of Conduct Agreement.

Signature

Date

Updated: August 2021