

*Boston College Career Center*  
*Recruiting Program*  
Campus Recruiting Agreement

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**Campus Recruiting Policies**

**Accuracy of Information**

All information you submit to the Career Center or directly to an employer must be accurate. In addition to concerns of ethics and integrity, many employers verify information submitted by candidates for employment. Discrepancies in information have resulted in the withdrawal of job offers, as well as termination of employees already on payroll following the discovery of a discrepancy.

Any situation of falsified information on your resume, cover letter, EagleLink profile, employer application, or other job candidate documentation may result in the suspension of campus recruiting services provided by the Career Center Recruiting Program office.

**Interview Cancellation**

On-campus interviewing is a privilege provided to each candidate. Each candidate is expected to attend all scheduled interviews. You may not withdraw your application after an employer has accepted you for an interview or as an alternate. Cancellations are prohibited without sufficient notice provided to both the employer and the Recruiting Program office. If extenuating circumstances result in canceling an interview, a minimum 48 hour notice is required. Cancellations must be addressed in writing (via email) to the employer, addressing why you had to cancel the interview, AND you must cc: the Recruiting Program office at [student.recruiting@bc.edu](mailto:student.recruiting@bc.edu).

Cancellations may result in the suspension of the candidate's access to EagleLink and resume referral services of the Recruiting Program.

**Late Arrival to Interviews**

If a candidate is late for an interview, it will be at the discretion of the employer as to whether the interview with the candidate will still be conducted. Candidates should plan to arrive at the Career Center fifteen minutes prior to scheduled interview time.

**No Show**

Failure to honor an interview appointment is considered by all parties to be a serious breach of courtesy and ethics. A letter of apology, including an explanation of why you missed the interview, must be submitted to the employer within 24 hours AND you must cc: the Recruiting Program office at [student.recruiting@bc.edu](mailto:student.recruiting@bc.edu). A determination will be made by the Recruiting Program office as to whether you will continue to participate in the recruiting program. Invalid explanations and/or repeat behavior will result in immediate suspension from all services provided by the Recruiting Program office.

**Students Studying Abroad**

Students studying abroad **MAY NOT APPLY** via EagleLink for jobs or internships posted on EagleLink if the employer is conducting **ON-CAMPUS** interviews for the position while the student is abroad. Students may use the EagleLink system to contact the employer directly to inquire about alternate arrangements.

**Job Offer Policy**

Do not accept an offer if you intend to continue interviewing! When you accept an offer, you are agreeing to work for that specific organization. All previously scheduled interviews must be cancelled and candidates are no longer eligible to continue to apply for positions. If you receive an offer and are not ready to accept it, you may speak with a member of the Career Center staff about how to handle the situation. The Recruiting Program has an Employer Recruiting Policy in effect that employers must adhere to in order to participate in the Recruiting Program. One section in particular relates to the timeline for job offers. The complete policy is listed in EagleLink and on the Career Center website. Please reference this document to help you in the decision-making process once you have been extended an offer of employment.

Any candidate who has reneged on an acceptance offer obtained through the Recruiting Program may be suspended from all services provided by the Recruiting Program office.

***NOTE: This agreement will be a required field in EagleLink and you must accept the Campus Recruiting Policies stated above to participate in the Recruiting Program.***