COC ALUMNI CODE OF CONDUCT

The Tepper School of Business community supports and respects all members. This is extremely important in the daily execution of the COC mission. To guarantee that no violations occur among recruiters, students, alumni and COC staff, the following Code of Conduct is provided to anyone involved with the COC. We are all working very hard to keep the momentum moving forward for our school and one small error can cause significant damage. Please review the Code of Conduct, sign it and return it to the COC so we can assist you in your job search.

GUIDELINES FOR ALUMNI PARTICIPATION

Alumni utilizing the services of the Career Opportunities Center should:

- Perform adequate self-assessment as the first step in your career search, including completing CareerLeader™, if necessary, and identifying short-term and long-term career goals, creating a personal marketing plan and identifying functional areas, companies and industries of interest.

- Maintain an accurate electronic profile on our recruiting system. This includes updating your mailing address, telephone and email address as needed. This information is the sole way the COC has to communicate with you.

- Develop resumes, cover letters, networking letters and other documents that are accurate and error-free. Resumes should be targeted to specific position descriptions and cover letters and networking documents should reflect company research.

- Apply to and interview for only those positions in which you are truly interested. Submitting a resume/cover letter to every position posted is inappropriate and is not part of a targeted job search.

- Prepare for all interviews. This includes making an earnest effort to learn about the company with which you are interviewing, performing research on the industry, and networking with alumni at the organization. We advise practicing both behavioral and case interview questions.

- Inform the COC once you have accepted an offer and update your alumni records so the Tepper School can continue to communicate with you.

- Follow-up with networking contacts and respond to employers in a timely and professional manner. Even if you have no interest in a company, please return any correspondence, as a negative impression of one individual can impact an entire company’s impression of our students/alumni.

- Utilize all COC resources for job search related purposes only. You may not give out any passwords or job descriptions to individuals not affiliated with the Tepper School of Business.

- Follow all University guidelines for utilizing the online Alumni Directory contained in the “Alumni Directory Access Policy.”

Failure to abide by the aforementioned guidelines can result in a review of your actions by the COC staff. For example, the COC reserves the right to block access to our recruiting software.

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REQUIREMENTS FOR ALUMNI PARTICIPATION

You (the alumnus) must:

- **Follow COC guidelines for resumes utilized to pursue COC-posted opportunities.** This includes, but is not limited to, not disclosing your grade point average for your Tepper academic program on any resumes or other materials uploaded into our online recruiting system.

- **Use the alumni network (both the Tepper School’s and Carnegie Mellon’s) in an appropriate manner.** Our alumni network is a valuable, lifelong resource for you and must be safeguarded from any abuse or misuse. All contact with fellow alumni should be respectful and follow good Internet, mail, or telephone etiquette.

- **Provide accurate information to employers, fellow alumni, and the COC.** Such information includes but is not limited to:
  - Citizenship/permanent residency status
  - Name and description of all academic programs
  - Previous experience including employer name, job title(s) and substance of the experience

Violations of these requirements are subject to a review by COC and/or Tepper School administrators and may result in a loss of use of COC services.

Please sign this form and initial each page to indicate that you have read, understood, and agree to abide by the guidelines and requirements outlined in this Code of Conduct.

______________________________
Signature

______________________________
Date

*PRINT legibly* Name

______________________________
U.S. Citizen/Permanent Resident

______________________________
Non-U.S. Citizen/Permanent Resident

**Work Authorization (Please check one)**

______________________________
Grad Date

______________________________
Program

______________________________
Personal Email (non-student)

______________________________
Steve Rakas, Executive Director, COC

Please scan and EMAIL to coc@andrew.cmu.edu or you may Mail or FAX your signed and initialed copy of this Code of Conduct to:

Career Opportunities Center
Tepper School of Business
149 Posner Hall
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
FAX: 412-268-4146