



YOUR GUIDE TO AN ETHICAL JOB SEARCH

Ashford University expects all students and alumni who use Career Services to adhere to the following ethical standards. Getting the right job by acting in an ethical manner is rewarding, respectable, and expected by the professional community.

1. Present qualifications in a truthful manner.

This principle applies both to information on your resume/cover letter and to your answers in interviews. The information you provide during the hiring process can be verified by the employer; false statements could cost you a job, even after the company has agreed to hire you.

2. Attend all scheduled interviews.

You are expected to honor all interview commitments by being on time, prepared, and professional. By missing or canceling an interview without sufficient notification, you have occupied an interview slot that could have been filled by another candidate. You may also negatively impact your relationship with the recruiter and employability with the organization.

3. Honor all scheduled counseling appointments.

If you have a scheduled phone counseling appointments with a Career Services Specialist, you are expected to be on time for the appointment. If you cannot make a scheduled appointment, or if you need to reschedule, please notify your Career Services Specialist at least 24 hours in advance.

4. Uphold all agreements made with recruiters.

If an employer has requested information, an answer to an offer, etc., you are expected to honor all reasonable requests to the best of your ability, and in a timely manner. Also, if you have arranged a meeting or phone call with an employer, you are expected to honor the arrangements by being prepared, professional, and on-time.

5. Pursue opportunities only if you are genuinely interested.

If you apply and interview for a position you are not genuinely interested in, you may be taking the opportunity to interview away from another candidate. Make sure to do adequate research on the various positions and companies where you apply. It is important to ensure a good match based on your experience, skill set, and desired workplace culture. Utilizing resources like www.glassdoor.com and www.indeed.com can provide you with insight.

6. Cease interviewing upon your acceptance of a job offer.

When you accept an offer of employment, or an internship (either paid or unpaid), you must have every intention of honoring that commitment. Continuing to look for employment after accepting an offer, either verbally or in writing, is highly unethical and potentially risky for your career.

Ashford University Career Services reserves the right to limit access to MyCareer: Career and Professional Development Center for individuals who do not follow these guidelines. Students and alumni who do not follow these ethical guidelines may forfeit their student access and/or resume submission privileges.