The University of Mississippi

On-Campus Recruiting

**Summary/Purpose:** To define the guidelines for participation in on-campus interviews with prospective employers who visit the Career Center.

The on-campus recruiting program is designed to assist full-time/internship job seekers in making a connection with prospective employers. This service is reserved for currently enrolled students and alumni (by employer request only). To ensure efficient operation of this service, participants are required to adhere to the following:

1. Read and understand the On-Campus Recruiting Policy, located in the student “Resource” section of the Handshake career management system.
2. Complete the profile section, in its entirety, on Handshake and upload a current resume into the user’s account.
3. Check the Handshake account, daily, to obtain the most recent listing of interview schedules. Career Center staff may post announcements, changes and new career opportunities at any time.
4. It is the **responsibility of the student** to adhere to the deadline dates of each scheduled on-campus recruiting event posted on Handshake.
5. Scheduled interview times may only be changed or cancelled up to 48 hours prior to the event.
6. All in-person interviews should be hosted in 303 Martindale (The Career Center) unless stated otherwise.
7. Students are responsible for obtaining the required parking permits or paying the timed meters to park near Martindale.

**No-Show Policy**

1. If a student fails to show for a self-selected interview time (virtually or in-person), his or her interview privileges will be suspended immediately.
2. Privileges may be considered for reinstatement with: a) a valid medical or family emergency statement presented in person by the student to the designated Career Center staff member; and b) a written letter of apology to the employer.

**Fraudulent Job Posting:**

The Career Center staff and Handshake make every effort to screen job postings to ensure the validity of each, and we strongly encourage students to research the postings, thoroughly, before sending companies personal information. If the job posting sounds “too good to be true,” it might be a job scam. If students become suspicious of activity surrounding any posting, please contact the Career Center at 915-7174 so that concerns can be addressed immediately, and so that staff may verify the authenticity of the posting. Examples of postings that should raise suspicion include higher than normal salaries for light work (running errands and cashing checks), or the
person who contacts you does so through an e-mail domain that doesn’t contain a company name or phone number.

**Abusive and Unethical Behavior:**

If a student addresses an employer in an unethical manner via e-mail, text, phone call or face-to-face, the Career Center will reserve the right to suspend recruiting privileges to Career Center sponsored events and platforms (Handshake) for up to one year. After that time, the incident will be reviewed and considered for reinstatement.

**Alcohol at Recruiting Events:**

The Career Center will not sponsor or partner with guests or employers who host recruiting events where alcohol is served. If a student wishes to attend these types of events, they should do so with the understanding that the Career Center does not condone participation in events where alcohol is served, nor does the center have control over the length of the event, the venue, or conduct that is displayed by others who attend the event, or who frequent the establishment in which the event is held. We encourage the student to use their best judgement at all times when deciding to attend events where alcohol may be served, with the express knowledge that this is not an event sanctioned or sponsored by the Career Center.

**Inclement Weather**

In the event of hazardous weather, the Career Center will not host career fairs if the University of Mississippi cancels classes. In the event of any emergency, the Career Center will not host career fairs if conditions are deemed to be unsafe. The Career Center will decide on whether to cancel a career fair no less than three hours before the scheduled event. The Career Center will make every reasonable attempt to post a notification on the Career Center website [www.career.olemiss.edu](http://www.career.olemiss.edu) no less than two hours prior to the scheduled job fair. In the event the career fair is canceled, employers will be able to apply any paid or pending registration fees/payments to attend rescheduled events.

In the event an employer is registered and unable to attend due to inclement weather, or an emergency in their geographic area, we will work to reimburse the company for event registration expenses only. Hotel, travel, food or other expenses are the responsibility of the employer.

For further assistance, please contact Dr. Jonathan Harrington, Associate Director of Employer Relations, at 662-915-7174 or [jonathan@career.olemiss.edu](mailto:jonathan@career.olemiss.edu).