CAMPBELL Career & Professional Development Center

On-Campus Interviews/Resume Collect Program Policies

- 1. Only apply for opportunities you are genuinely interested in. Be sure to thoroughly research the employer and be prepared to answer why you are specifically interested in them.
- 2. I agree to attend all interviews I obtain through the efforts of Campbell Law Career Center's recruiting programs (Note: This includes all on- and off-campus interview programs, resume collects, & job fairs). Once I have placed a bid on/applied for an employer and have been selected to interview with that employer, I understand that I am committed to the interview and cannot cancel unless I accept or am planning to accept another job offer prior to the interview. In that case, I will notify the Career Center to remove me from all future interview schedules. Once I have accepted a job offer for the full summer or both summer terms, I am not eligible to interview in any Campbell Law recruiting programs. Cancelled Interviews I understand that if I cancel an interview for which I am selected, the Career Center has the right to prohibit my participation in any current and future recruiting programs sponsored by Campbell Law for the period of one academic semester.
- 3. If, for any reason, I miss an interview and I have not notified the Career Center in advance, I agree to email an apology to the interviewer(s) and copy the Director of the Career Center (groede@campbell.edu) on my email. Following a second no-show, I understand that I may lose all privileges to participate in all Campbell Law recruiting programs for the remainder of the academic year.
- 4. Professional business attire is expected. If there are questions about what is considered professional business attire, please talk to someone in the Career Center for advice.
- For all virtual interviews, you must conduct your interviews in a clean and quiet space. If you need conference room space at the law school, please email <u>lawcareercenter@campbell.edu</u> for assistance.
- 6. Application materials submitted for OCI/RC Programs will be spot checked by the Career Center. Materials that contain errors and/or are incomplete may be withdrawn. You will be notified if your materials are withdrawn and if time allows, you can make necessary corrections and re-submit before the deadline.