

**OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT
PROFESSIONALISM AND NO SHOW POLICY**

The OCPD Professionalism and No Show Policy is designed to promote student professionalism in all interactions with OCPD, employers, and other individuals with whom students come into contact. Parameters for acceptable conduct are noted below, but to the extent there are other instances giving rise to questions, please contact OCPD for additional guidance.

These policies were created to promote the best interests of WCL students and the entire WCL community. Noncompliance with these policies may result in exclusion from the Fall Recruitment Program and other OCPD programs and services. Failure to adhere to these policies may also constitute a violation of Article 1 of the WCL Honor Code which requires students to maintain the highest ethical and professional standards in all professional and educational relations with, among others, courts, agencies, nonprofit entities, corporations, and law firms.

I. THE INTERVIEW PROCESS

When applying to positions through any OCPD recruitment program, a student is expected to meet with ALL employers that extend an interview; therefore, a student should only apply to employers in which there is a genuine interest. OCPD will excuse students from scheduling/attending an interview only if the student has accepted a job offer subsequent to applying for the position or has a documented medical emergency, or in compliance with the directives of a specific recruitment program.

If one of the above circumstances arises during an OCPD-coordinated recruitment program (e.g., Fall Recruitment, Spring Recruitment, and all regional programs) the student must notify the OCPD Recruitment Coordinator or other program contact as soon as possible, but no later than 24 hours prior to the actual interview. Students should not contact the employer directly to cancel an interview and should instead notify the OCPD recruitment program contact.

If a student declines or fails to appear at an interview granted through an OCPD recruitment program and does not adhere to the above stated conditions, this will constitute a "No Show." A student who violates the No Show Policy must submit a letter of explanation and apology to the Director of OCPD and the employer. The letter must be submitted within 24 hours of the No Show. Upon receipt of the letter, the Director will determine if the student is eligible to participate in future OCPD interview programs.

II. ACCEPTING AND REJECTING JOB OFFERS

When an offer of employment is extended, a student must respond by acknowledging, accepting, or declining the offer within a reasonable period of time, or within the timeline articulated by the employer.

When accepting an offer for employment resulting either from a recruitment program or a self-initiated job search, a student is expected to immediately thereafter terminate all other job search activity and withdraw his/her name from consideration for all other outstanding applications. Once the student has accepted an offer of employment, the student is expected to honor that commitment.

If a student decides to decline an offer, the student must communicate that decision in a professional manner consistent with the manner in which the offer was conveyed.

III. CAREER COUNSELING APPOINTMENTS

All OCPD career counseling is conducted by appointment only. These appointments must be scheduled at least 24 hours in advance. Students must submit a resume and any other documents they want to be reviewed one business day in advance of the scheduled appointment.

If a student must cancel an appointment, the student is required to do so at least 24 hours in advance of the scheduled appointment by contacting the OCPD front desk at 202-274-4090, or by contacting the career counselor directly. A new appointment may be scheduled at that time.

Should the student fail to provide adequate notice of cancellation, or miss an appointment without providing notice, the student may be subject to a one week waiting period before becoming eligible to reschedule the missed appointment. At the discretion of the counselor, if a student arrives for a counseling appointment more than 15 minutes after the scheduled time, the appointment may be forfeited and the student may thus be subject to the waiting period.

IV. PROGRAMS AND EVENTS

Students who register to attend OCPD events or programs are fully expected to attend. Students may withdraw their RSVPs from the CareerLink system no later than 48 hours in advance of the program date. Students are otherwise required to alert OCPD of the absence by email to careerdevelopment@wcl.american.edu or telephone at 202-274-4090.

If a student registers to attend an outside program or event not sponsored by OCPD, the student must make every effort to attend, barring illness or other emergency situation. Should a legitimate conflict arise, the student must immediately notify the organizer so that necessary adjustments can be made with as little inconvenience as possible.

IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THE ABOVE PROFESSIONALISM AND NO SHOW POLICY, PLEASE CONTACT THE OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT.

Office of Career & Professional Development
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