



Walton Career Services Student Code of Conduct

The Mission of Walton Career Services is to motivate, coach and empower students to establish self-sustaining career path management; to cultivate and build collaborative relationships between the Walton College and employers in an ever-changing business job market; and to prepare students with career readiness skills for a successful transition to the workplace including Project Management and the ability to be Results Oriented, along with the following nationally recognized competencies:

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

Our expectations are lofty and include you being the ultimate manager of your career path. We are here to provide support and services to help you become the consummate professional.

Driving all that we do are the Sam M. Walton College of Business values:

Excellence:

We are driven to be the best in everything we do.

Professionalism:

We operate with integrity, humility, respect, and inclusion.

Innovation:

We imagine possibilities, we create, and we inspire others.

Collegiality:

We respect each individual, we value our differences, and we welcome all.

A high level of importance is placed on professionalism and ethical behavior on the part of our students, therefore we expect all Walton College students adhere to the Walton Career Services "Student Code of

Conduct". This Code of Conduct has been developed in complement to the "Code of Ethics of the National Association of Colleges and Employers" and exists to clarify your understanding of what is expected of you as a Walton College student. Your failure to abide by and adhere to this "Code of Conduct" could result in either short term or permanent loss of some or all of your Walton Career Services privileges. Examples include but are not limited to use of technology, Career Coaching opportunities, on campus interviews and participation in our sponsored events.

Ethical violations reflect poorly on the University and the Sam M. Walton College of Business and can have cumulative negative consequences over time, such as employers making decisions to not recruit Walton College students are a result of such actions. Upholding the Professionalism value is a collective team effort.

I hereby certify that all the information I will provide to Walton Career Services and Handshake, including but not limited to resume information, profile information, and First Destination Survey information is correct and provided voluntarily. I understand that it is my responsibility to ensure that this information is kept current and accurate. I understand that any mistakes or intentional erroneous information will cast me in an unfavorable way to companies and could result in my immediate removal from interview schedules, a blocked Handshake account, or withdrawal of an offer of an interview or a job/internship offer. Consequently, I understand that intentional reporting of false information on my part will result in the immediate suspension of all services provided by Walton Career Services. I hereby authorize the release of my career-related information, resume and other supplemental documentation to interested employers, including third-party recruiters, with professional employment or internship opportunities.

My signature below affirms that I have read, understand, and agree to abide by the Walton Career Services "Student Code of Conduct" and that I understand the consequences of deviation. I honor this agreement in accordance with the Walton College value of Professionalism and will, to the best of my ability, uphold the spirit of this agreement.

Student Name (Print)

Student Signature

Date

Student ID #

Major

Grad.
Date

As a student in the Sam. M. Walton College of Business, I understand and agree to adhere to the following Code of Conduct: (Initial each line)

_____ I accept responsibility for my own career success and career path management. I am aware of and accept the responsibility to proactively use the many career path management resources available to me through Walton Career Services.

_____ I agree to provide Walton Career Services and its systems (eg. Handshake), as well as all recruiters, accurate information with respect to academic credentials, work and leadership experiences, and areas of career interest.

_____ I understand and agree that when registering for ANY Walton Career Services event, I recognize the registration is a commitment. I understand this also includes interviews for which I have committed to by choosing an interview time. I will attend, be on time and conduct myself in a professional manner. I understand that failure to attend any event I have registered or RSVP'd for without notification to Walton Career Services 24 hours prior to or arriving late for the event may result in the loss of Walton Career Services privileges permanently or until such time as the matter is resolved.

_____ I agree to report all internship and full-time employment offers to Walton Career Services. I understand that all information I provide is strictly confidential and is for reporting/data analysis purposes only. When I am eligible, I agree to complete the First Destination Survey.

_____ I agree to fully prepare myself for all scheduled interviews and to arrive for the interviews on time and properly dressed.

_____ I agree to interview for jobs and internships only when there is genuine interest in working for the company. I understand that "practice" interviews with companies I am not interested in are not fair to interested candidates, misrepresent Walton Career Services and are not allowed.

_____ I will represent myself, the Sam M. Walton College of Business and the University of Arkansas with utmost professionalism during ALL interactions with recruiters and the business community at large. Examples of these interactions include but are not limited to career fairs, information sessions, and professional development events.

_____ I understand that acceptance of an offer of employment, full time or internship, commits me to that offer. Upon acceptance of my offer, I agree to stop interviewing for any other positions, to remove myself from all other recruitment processes, to notify all other employers that I need to be removed from consideration, and to contact Walton Career Services to inform them of the accepted offer. I agree to not renege on any offer, or leverage offers I might have against each other. I understand and agree that renege on an offer of employment of any kind is grossly unprofessional, not in line with the Walton college values and expectations of its students and reflects poorly on the University of Arkansas and the Sam. M. Walton College of Business. I understand that engaging in such behavior will preclude me from further utilizing the services offered by Walton Career Services permanently.