



***Effective as of April 12, 2019; Updated January 24, 2026***

## **CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT STUDENT CODE OF ETHICS**

The Center for Career and Professional Development (hereby “CCPD”) at the University of Houston-Downtown (hereby “UHD”) **requires** students and alumni who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the policies and expectations put forth by the CCPD. UHD and the CCPD take this issue of student conduct seriously.

By selecting “yes” on your profile in the Gators4Hire system and by reviewing the links below, you have acknowledged that you have read and agree to the terms of the CCPD Code of Ethics as stated on the homepage of your Gators4Hire account.

The CCPD Code of Ethics is based on the UHD Student Rights and Responsibilities Policy as listed in the UHD Student Handbook regarding student conduct. The Student Rights and Responsibilities policy (PS 04.A.01) emphasizes the University’s commitment to promote the freedom, intellectual development, and personal responsibility of its students. The CCPD Code of Ethics provides a framework for developing and maintaining professional relationships with employers, CCPD staff and classmates. Failure to uphold this code can result in a loss of CCPD privileges.

### **STUDENT RESPONSIBILITY**

In addition to the policies outlined in the CCPD Code of Ethics, students have the following responsibilities:

- A student should fulfill all promises and obligations.
- All information on a student’s resume and applications (including any documents used in any systems as UHD, etc.) must be truthful.
- Dress and conduct yourself in a professional manner.
- Meet all online application deadlines for submitting resumes and obtaining interview times.
- Conduct extensive research about the industry, company, position, and yourself prior to your interview.
- Attend all information sessions sponsored by employers as your schedule permits.
- Be prepared for all recruiting events you attend including career coaching appointments, information sessions, and interviews.
- Provide current and reliable contact information to the CCPD and employers.
- Respond appropriately to communication from the CCPD and employers.
- Respect employers, CCPD staff, and classmates.
- Students should treat offers of employment appropriately.
- Report your employment status.
- Uphold ethical guidelines for employers.
- Notify the CCPD immediately if you encounter questionable practices or irregularities in the employment process.

## POLICIES

### 1. Class Attendance Policy

- a. It is the policy of the CCPD that classes and academic success come first in the lives of students. Therefore, when planning to attend one of our events or scheduling interviews with companies, please make every attempt to schedule at times that do not conflict with your classes.

### 2. Being Contacted by Employers / Requests for Interviews

- a. By utilizing our services and our Gators4Hire system, employers will often receive your resume (if you submit it via a position or if we send it to an employer via a resume referral we send to them).
- b. If contacted by an employer who is interested in you for one of their positions, you must reply to them, even if you aren't interested in the position. Our staff can talk with you about exactly what you can say but professional etiquette and courtesy stipulates that you MUST respond even if you aren't interested.
- c. It's important to note that you are NOT required to be interested and/or interview for a position, just because an employer contacts you.

### 3. CCPD "No Show Policy"

#### a. Appointments

A student with two or more no-shows for scheduled appointments with CCPD staff without contacting the CCPD is subject to being blocked in the Gators4Hire system. The student will be notified and is required to meet with the appropriate CCPD administrator.

#### b. Interviews or Mock Interviews

A scheduled interview is a professional commitment. If you, as a student, do not show up for a prearranged interview or do not give at least two (2) business days' notice of your intention to cancel the interview, we consider this a "no-show". Late cancellations or missed interviews are a hindrance to your success and leave a negative impact on the University and our relations with employers. There are serious implications resulting from a late cancellation and a no-show.

##### i. Late Cancellation for Interviews

A late cancellation is defined as a cancellation with less than two (2) days notice prior to the interview date.

#### c. CCPD No-Show and Late Cancellation Policies and Procedures

- i. If it is after the interview cancellation deadline day and time, contact the career center to cancel the interview appointment.
  - UHD Center for Career and Professional Development: 713-221-8980
- ii. At that time, a staff member will explain the late cancellation policy to you; late cancellations follow the same policy as no-shows.
- iii. The CCPD will immediately inactivate your access to Gators4Hire.
  - After the first missed interview or mock interview, interviewing privileges will be suspended and access to your Gators4Hire account will be inactivated until you email a draft copy of an apology letter for initial review to the appropriate CCPD administrator.
  - Upon approval of a final copy of the letter, it should be emailed to the employer and carbon copied to the appropriate CCPD Administrator. At that point, access to Gators4Hire will be reactivated.
  - Should you miss another interview, your use of your Gators4Hire account will be deactivated until you make an appointment to speak with the appropriate CCPD administrator.
  - If your late cancellation or no show was due to unforeseen and unavoidable circumstances, please contact the appropriate CCPD Administrator.

#### **4. Policy on accepting job offers and continuing to search for internships or jobs**

It is advised that it is poor professional form to continue to search after one has accepted a job or internship offer. In most cases, acceptance of a job offer or internship constitutes ceasing all job searching activities including resume submission, further interviewing, etc. The CCPD is committed and available to advise students as it relates to issues of job search.

Employers take a harsh view of a student who accepts a position and later declines. This action is referred to as "reneging." Reneging can severely damage your reputation and the University, not only in the short-term, but also for the duration of your career and can affect opportunities for other UHD students. The University does not sanction a renege situation on your part for any reason.

You can avoid a renege situation by carefully planning and managing your entire job search process.

- i. A job or internship acceptance is a major commitment to your new employer. When accepting an offer of employment, one must have every intention of honoring that commitment.
- ii. If you are not prepared to work for the company that makes you a job offer, respectfully decline the offer in writing in a timely manner and continue your job search.
- iii. As soon as you accept a position, you need to cancel all other interviews you have scheduled. It is inappropriate to continue discussions with other potential employers once you have accepted an offer.
- iv. If a student accepts admission to a graduate or professional school, or other post-graduate career opportunity, he/she should consider withdrawing from the job recruiting process immediately.

#### **5. Policy on posting positions**

The CCPD is committed to maintaining privacy practices regarding electronic personal information for all our users. In accordance with the National Association of Colleges and Employers (NACE) Guide to Ethical and Legal Standards in Student Hiring, the CCPD is committed to maintaining a recruiting process that is fair and equitable to students and employing organizations. To that end, all employers wishing to identify UHD students utilizing Gators4Hire must post positions within Gators4Hire. This practice ensures compliance with NACE guidelines as well as federal law. For more information on NACE guidelines, please source [www.naceweb.org](http://www.naceweb.org). For more information regarding federal employment laws, please source

[www.dol.gov](http://www.dol.gov).

All data collected for our job listing/resume database and on-campus interviewing services are stored on Symplicity secure servers (see also the [Symplicity Privacy Policy](#)). Information collected is used to provide and tailor services to our users. It is also used to construct aggregate reports that assist us in program planning.

Collection and access to student information is governed by campus and federal policy under the [Family Educational Rights and Privacy Act](#), as well as the [UHD Privacy Policy](#). All of our users' information is considered confidential and its use is restricted to CCPD staff. Jobs posted directly to Gators4Hire are reviewed by CCPD staff for relevance; however, users are urged to validate job postings and use caution and common sense when applying. Do not disclose Social Security number, credit card information, or bank account numbers to unknown employers. If questions arise, please contact CCPD staff.

#### **6. Email Policy**

When contacting CCPD staff by email, you can generally expect a response within 48 hours (excluding weekends and holidays). In your email, please include your full name, your UHD username, and preferred email address. If you do not hear back in that amount of time or your need is urgent, please call the CCPD front desk at 713-221-8980.