OCR Program Policies for Students/Alumni

Resume Submission Policy

Candidates should only apply for positions for which they have genuine interest. Candidates who are chosen for an interview are required to sign up for an interview time. Candidates who need to withdraw their resume after the withdraw deadline must contact the Career Center’s employer relations team immediately.

Cancellation Policy

Candidates are strongly discouraged from cancelling interviews for any reason. If a candidate must cancel an interview due to illness, emergency, or another job offer, he/she must notify the Career Center at least 48 hours in advance of the scheduled interview. Failure to do so will result in the candidate’s AU CareerWeb account being “blocked,” prohibiting the candidate from further participation in the OCR program.

No-Show Policy

Candidates who do not appear for a scheduled interview and do not cancel in advance (i.e., “no-shows”) will have their AU CareerWeb account blocked, thereby prohibiting further participation in the OCR program. To appeal a “block” in AU CareerWeb, the candidate must call the Career Center to schedule an appointment to discuss the situation.

Offer/Acceptance Policy

It is professional etiquette for candidates to communicate acceptance or refusal of a job offer to employers as promptly as possible so the employers can notify other candidates.

Candidates who accept offers of employment must notify the Career Center so that they can be removed from the OCR program. Candidates should share all employment offers with the Career Center, even if those offers were not accepted.

Student Honor Code

Candidates must provide accurate information about themselves in their resumes, cover letters, transcripts, and AU CareerWeb profile page. Falsifying information is a violation of the University’s Code of Academic Integrity. Candidates who falsify information and misrepresent themselves will lose access to AU CareerWeb.

Dress Code

Candidates are required to wear professional business attire for all on-campus interviews. For questions regarding professional business attire, please visit the professional image page or contact the Career Center.
Your Rights as a Job Candidate

All candidates have the right to fair and equitable treatment from every potential employer. All employers are expected to:

- Use professionally accepted recruiting, interviewing, and selection techniques
- Supply accurate information about their organization and employment opportunities
- Recruit, interview and hire individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability
- Provide reasonable accommodations for a disability upon request
- Communicate hiring decisions to candidates within the agreed-upon time frame
- Refrain from any practice that improperly influences job acceptances
- Notify candidates promptly if a job offer must be revoked due to funding changes

Candidates who believe these guidelines have been breached should contact the Employer Relations staff in the Career Center immediately.