

# KPDC PARTICIPATION AGREEMENT

## ALL MASTER'S STUDENTS AND ALUMNI ARE ELIGIBLE FOR KPDC SERVICES

### IMPORTANT POLICIES AND PROCEDURES:

Before using KPDC services please understand and accept your commitments listed below.

- 1. Protecting Employer Relationships:** *You agree not to renege on your verbal or written acceptance of an internship or permanent position. Students who renege on job acceptance will be denied further use of KPDC career services.* Do not accept an offer if you intend to continue interviewing. When you accept, you have committed to an employer, putting your honor and integrity on the line. You agree to cancel all remaining interviews and cease your search.

Krannert's standards for professional behavior, appropriate dress, and proper hygiene are part of your Participation Agreement. This covers standards of conduct for employer information sessions and interviews. Including:

- Arriving at company sponsored functions on time when your personal attendance is requested by the company, and notifying the company in advance if you are unable to attend.
- Attending company sponsored functions only if you are invited.
- Notifying KPDC if you are interested in an interview for which you do not meet the company's criteria.
- Dressing appropriately for interviews (business professional) and information sessions (usually business casual).

- 2. Resume and Contact Information:** You agree to submit a one-page resume for posting on the KPDC website, your "Web Resume." Your resume is not offered to the general public, but employers who establish a KPDC account will have access. Only your name and Krannert email address are required, but you may include other information.

**You authorize KPDC** to release resumes and pertinent job-search-related information about you to prospective employers, executive recruiters, employment agencies, faculty, and senior Krannert Administrators. We will not release your GPA, GMAT/GRE scores, or Class Rank. We will not release your personal contact information beyond what you provide on job-search-related documents.

- 3. Report of Employment Information:** Krannert's credibility in the national media depends on our collecting complete and timely information. During your time at Krannert and until 90 days after graduation, you agree to provide complete information about your internship and permanent employment upon request. This includes your salary just prior to entering Krannert, your job-search status, and the details of your job acceptance (regardless of how you obtained your job), including compensation. You also authorize your new employer to provide KPDC with compensation and other job acceptance data. KPDC holds your information in strict confidence.

All the information you provide will be aggregated with the data of other students. *Aggregated* data will be used only for internal measurement, job search counseling for current and future students, and media surveys. Timely and accurate reporting will help KPDC to stop including you in resume books and communications, concentrating on your colleagues who are still actively searching.

- 4. Accuracy of All Information:** Any representation of yourself, whether verbal or in writing, to KPDC or directly to employers must be accurate. Most employers verify candidate information. Discrepancies have resulted in the withdrawal of job offers, and worse consequences.

*(revised 05/10/2013)*