

# RSM Career Services Regulations

MBA Career Development collaborates with Rotterdam School of Management alumni, students and corporate partners to develop new relationships with recruiters and strengthen Rotterdam School of Management's existing corporate partnerships. We offer skills development workshops, on-campus recruiting events, tools and resources to help you:

- Assess what motivates you in your career, and to identify your strengths, weaknesses, and preferences.
- Focus your research effectively on appropriate industry sectors and companies and make informed decisions about your career options.
- Implement a purposeful job search in order to achieve your career objectives.

MBA Career Development also supports, coordinates, and facilitates MBA company recruitment at Rotterdam School of Management. On-campus recruitment events provide you with opportunities to meet recruiters and company representatives whilst our range of online initiatives provides marketing and recruitment channels for companies around the world.

## The Code of Conduct

The Conduct Guidelines are designed to promote courtesy, integrity, and respect among students, recruiters, the careers office, faculty, and the administration. They are also intended to ensure a positive recruiting experience between students and recruiters. As Rotterdam School of Management student, your conduct during the job search process has an impact on the entire Rotterdam School of Management community: your actions can impact Rotterdam School of Management's reputation and the company's decision to recruit Rotterdam School of Management students in the future. Please demonstrate ethical and professional business behaviour to prospective employers.

### 1. Participate in Mandatory MBA Career Development Events (FTMBA students)

Some of the events organized by MBA Career Development are mandatory, others are not, but we encourage you to attend them, as the events are beneficial for your future job.

### 2. Respond to Corporate Invitations/Calls

Respond in a timely fashion to invitations for appointments of any manner. Do not commit to attend recruiting activities or interviews unless you are sincerely interested in the organisation. The organisation will expect you to show up if you accept their invitation. Failure to show up without notice will negatively impact Rotterdam School of Management and your own reputation with the company.

### 3. 48-Hour Cancellation Policy

You may cancel or change the time of your coaching session up to 48 hours in advance. Unless you encounter a force majeure situation which you communicate directly to your career coach, cancelling or postponing three career coaching sessions with any of the Career Coaches at RSM in less than 48 hours will result in you losing the opportunity to have career coaching any further."

### 4. Be Prepared and On Time

For all relevant events, make sure to be prepared and dress in appropriate business attire. Arrive on time and plan to stay for the entire event. If you need to leave early, let a representative from the organisation know before the presentation. Sit near the door so you can exit quietly.

### 5. Respond to Job Offers Promptly

When an employment offer is extended, negotiate with the firm a mutually agreeable date for responding and then honour that agreement. Keep in regular contact throughout the process. Always stay professional when communicating with recruiters and members of MBA Career Development.

### 6. Stop Interviewing Immediately After Accepting a Job Offer

Once you accept a job offer, do not interview for other positions. Please notify other potential employers that you are no longer a candidate for their positions. Please notify MBA Career Development Centre immediately if you must cancel an interview organised by MBA Career Development Centre. Your decision may open up positions for your classmates, so please be attentive and communicate your decisions timely.

### 7. Respond Quickly to Multiple Job Offers

If you receive multiple offers, turn down the offers you do not intend to accept as early as possible. Your decision may open up positions for your classmates, so please be attentive and communicate your decisions timely.

### 8. Do Not Renege a Job Offer

Reneging means that you have accepted a job offer, either verbally or in writing, and then change your mind and reject the offer. Reneging an offer is an extremely serious offence and will do great damage to your personal reputation and the reputation of RSM. In addition, you place job opportunities for future students at risk.

### Participation in Exit Interviews (for International Full-Time MBA Students only)

MBA Career Development will ask you to participate in two Employment Surveys: the Summer Associate Employment Survey and the Full-Time Employment Survey. Individual data is kept confidential, and used to calculate group statistics. These statistics are needed to produce employment reports; publications especially useful for Rotterdam School of Management alumni and students negotiating a job offer.

These statistics are reported by all Business Schools to corporate recruiters, prospective students, and to the media for rankings. Therefore, your response is critical to Rotterdam School of Management's reputation and brand.

### Failure to Comply

Failure to comply with the Rotterdam School of Management MBA Career Development Student Code of Conduct will result in a personal meeting with the MBA Career Development Centre Director to discuss consequences. Grave or recurrent misdemeanours can result in permanent loss of MBA Career Development Centre and Alumni privileges.