



KELLEY SCHOOL OF BUSINESS

INDIANA UNIVERSITY

Career Planning Office
IUPUI

801 W. Michigan St., BS4090

Indianapolis, IN 46202

Tel: 317-278-0506

Walk-In Hours

9am to 11am, 2pm to 4pm daily

Student Policies

Career Planning Office(CPO) Guidelines

1. The CPO is available for :
 - Current Kelley Indianapolis undergraduates
 - MSA/MST students who have paid the fee for CPO services
 - Kelley Indianapolis alumni
2. Students who fail to attend an event for which they signed up will have their KelleyCareers accounts made inactive until they speak to someone in the Kelley CPO about the reason for their absence. **This is only for events in which this policy is stated in the event description on KelleyCareers.** If this is the policy for the event, the student will also receive an email the week before the event regarding this policy.
3. **If a student misses a scheduled appointment with a CPO counselor 3 times, the student will no longer be able to schedule counseling appointments in the CPO and must send an apology letter to the counselor. If the student wants to see a counselor in the future, he/she can use only the walk-in counseling hours.**

KelleyCareers Guidelines

1. KelleyCareers is available to :
 - Current Kelley Indianapolis undergraduates
 - MSA/MST students who have paid the fee for CPO services
 - Kelley Indianapolis alumni
2. A student can only apply to jobs for **themselves** through KelleyCareers. **Posting another person's documents on KelleyCareers will result in the permanent deactivation of the student's KelleyCareers account.**
3. Students are responsible for ensuring the accuracy of their profile in KelleyCareers. GPAs are regularly monitored. **Misrepresentation of GPAs** is a serious offense which can lead to permanent deactivation of the student's KelleyCareers account. Along with the GPA, students should keep contact, academic, and skills information updated.

On Campus Interviewing Guidelines

1. Professional attire is required for all interviews (go to www.syms-dress.com for an overview of what to wear).
2. Students cannot continue to interview for positions once they have accepted an offer. If a student has accepted an offer and has an interview scheduled through KelleyCareers, the student must remove himself/herself from the schedule and/or call the CPO . If it is 36 hours or less before their scheduled time, the student **must** call the CPO office at 317-278-0506 in order to be removed from the schedule. **Failure to follow this guideline will result in permanent deactivation of the student's KelleyCareers account.**
3. Once a student has accepted a full time offer, he/she must contact all employers with whom he/she has interviewed and inform the employers that he/she is no longer available as a candidate for full time employment.
4. After a student has accepted a full time offer, **he/she cannot sign up for additional interviews for full time positions.**
5. **If a student cannot make it to an interview for which he/she signed up, the student should:**
 - Call the CPO as soon as the student knows that he/she cannot attend the interview. The CPO requires at least 36 hours notice. See policy #6 below for providing less than 36 hours notice.
6. **If a student fails to attend an interview and provides less than 36 hours notice, the student will be subjected to the following guidelines:**
 - a) 1st Offense
 - KelleyCareers Account Deactivation
 - Must send an apology letter to employer
 - Must send an apology letter to Director/Associate Director
 - Deactivation time length determined by Director/Associate Director
 - b) 2nd Offense
 - KelleyCareers Account Inactivation
 - Must send an apology letter to employer
 - Must send an apology letter to Director/Associate Director
 - Deactivation will last from 30 days to a full academic year as determined by the Director/Associate Director
 - c) 3rd Offense
 - Permanent KelleyCareers Account Deactivation