



# Career Advancement Center

[robinson.gsu.edu/cac](http://robinson.gsu.edu/cac)

**Robinson**

Georgia State University  
J. MACK ROBINSON COLLEGE OF BUSINESS

## Robinson College of Business

### Professional Development and Career Advancement Roles and Responsibilities

The Robinson College of Business is committed to supporting our students' professional development needs by providing outstanding curricular and co-curricular experiences. Our role is to employ great faculty and staff who pro-actively engage students in and out of the classroom with rigorous and relevant content, cutting edge resources, and individual support.

Robinson supports students' career advancement by providing a wide range of professional development and co-curricular activities. Professional development opportunities include, but are not limited to, guest speakers, student organizations, boot camps, case student competitions, and professional association conferences. Career advancement opportunities include, but are not limited to, individual career coaching, job/internship postings, on-campus interviews, information sessions, panel discussions, workshops, career fairs, corporate site visits, and access to online resources.

As a Robinson College of Business student, we expect you to demonstrate professional behavior and assume responsibility for your actions. Professionalism is demonstrated by following the standards for professional behavior outlined below. By adhering to these standards, Robinson students will gain practical experience demonstrating the type of professional behavior with university employees and employers, which is expected in the workplace. In addition, we expect students to follow these guidelines in order to serve as ambassadors of the college with alumni, employers and community members engaged in our professional development and career advancement activities.

**Your success strategy is simple.** We provide you the tools to get yourself ready for the labor market, and you are responsible to take advantage of these opportunities for your own professional development and career advancement. You must pro-actively engage the professional development and career advancement activities we sponsor, take advantage of college resources to identify employment opportunities, and agree to individual coaching when we offer it to you. We are here to help, but you have to drive your own career!

**Please review and accept the following student expectations:**

#### Event Attendance

Professionalism begins with keeping commitments. Robinson students are expected to communicate with faculty, staff, and employers if/when they are unable to fulfill prior commitments. The Career Advancement Center (CAC) and the Office of Graduate Recruitment and Student Services (GRSS) host a wide array of professional development opportunities, which include information sessions, workshops, and annual signature CAC events. Once registered for an event, students are expected to arrive on-time wearing proper business attire.

In the unfortunate event of an emergency and a student is unable to attend an event for which he/she has registered, the student should immediately contact his/her career coach to discuss the circumstances. We ask that students provide



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the CAC/GRSS and/or event host with written notice for cancellation at least 24 hours or one full business day before the event.

**First Occurrence:** E-mail notification of failure to properly communicate absence

**Second Occurrence:** Email warning that admittance to future events are in jeopardy

**Third Occurrence:** Student will be encouraged to ask the host for permission to attend workshops

### Coaching Appointments

Students are expected to arrive on time for scheduled appointments. Students who are unable to make an appointment should cancel at least 24 hours in advance by calling or emailing their designated career coach. A student arriving more than 10 minutes late for a scheduled appointment without contacting their career coach in advance will lose their appointment and will be asked to reschedule.

**First Occurrence:** E-mail notification of the failure to properly cancel or reschedule the appointment

**Second Occurrence:** Two week waiting period before rescheduling

**Third Occurrence:** Remediation conversation with career coach

### Coaching Relationship

Each student is assigned a designated career coach upon entry to the program. Students are encouraged to work with their assigned career coach. Students who have an interest in reassignment are asked to make a formal request to their current coach and the coach they are interested in working with. Students should not seek assistance from more than one career coach.

**First Occurrence:** Notification email from assigned career coach

**Second Occurrence:** Remediation meeting

**Third Occurrence:** Loss of coaching privileges

### Corporate Site Visits

The career coaches provide students with the opportunity to visit corporate offices in a number of industries. Corporate site visits offer students the chance to learn more about different companies in Atlanta and network with individuals from the firms. When students sign up for corporate site visits, it is a commitment to the company that said student will be in attendance. Should a student need to cancel, they should do so five business days before the scheduled office visit. No shows for corporate site visits will result in the following:

**First Occurrence:** Student should submit a letter of apology to the employer within 48 hours of the occurrence (reviewed by Career Coach)

**Second Occurrence:** Loss of eligibility for future corporate site visits

### Student On-campus Interviewing & Recruiting Policies

The CAC provides students with the opportunity to participate in on-campus recruiting events. Through this opportunity, students can apply for internships and full-time positions through Robinson Career Connection (RCC).



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As an integral part of the screening and selection process, students will have the opportunity to schedule on-campus interviews through RCC. It is important that students maintain professional business communications throughout the interview process. If you are unable to attend an interview, you should cancel the interview by calling the CAC at (404) 413-7155 and/or by emailing Brent Winner at [bwinner@gsu.edu](mailto:bwinner@gsu.edu).

In the unfortunate event of an emergency and a student is unable to attend the scheduled interview, students should communicate their emergency to the CAC at (404) 413-7155.

In the event of a no show, the student is asked to submit a letter of apology to the employer within 48 hours of the occurrence (reviewed by Career Coach).

### **Reporting Career Outcomes Data**

The Robinson College of Business regularly collects career outcomes data from students. All Robinson students are expected to provide this data to the college in order to support our commitment to continuous improvement. The data we collect is reported in aggregate form and is utilized by the college to support accreditation, admissions, rankings, career advancement and departments.

### **Rescinding Offers**

If a student has verbally committed to or formally signed documentation accepting an offer, all job/internship search activities should be discontinued. Once a student has accepted a position, it is a commitment to the employer. Should a student not honor that commitment, at a minimum it will result in a remediation meeting with the student's assigned career coach. Additional actions may be warranted depending the circumstances of individual cases.

### **Electronic Signature**

Robinson students will be asked to provide an electronic signature indicating they understand the roles and responsibilities described here and agree to adhere to these professional behavior standards when they login to RCC-Robinson Career Connection, our online career portal.