

Statement Regarding LBS Career Network Usage (Students)

Lee Business School (“LEE”) is pleased to extend all of its students and alumni access to the [LBS Career Network](#). LEE has no formal affiliation with employers who post employment and internship opportunities in the LBS Career Network, and assumes no responsibility for the accuracy, completeness, or genuineness of any employer’s posting. LEE makes no representations or warranties of any kind with respect to the site or its contents, including salary or compensation, working conditions, physical environment, or any other aspect of employment as listed in postings in the Network.

LEE will thoroughly review all employers and employment opportunities in the Network. Staff members in the Career and Professional Development Office are available for consultation on how to research prospective employers and employment opportunities.

Guidelines Regarding Resume Reviews by Email

Each student must have her/his resume reviewed and approved by the staff of the Career and Professional Development Office prior to approval in the [LBS Career Network](#). During the resume review process, the Career and Professional Development Office will provide two rounds of feedback (in person, through email, or a combination of both). After the second round of feedback is complete, if a student’s resume requires further revision, the student must visit the Office in person to discuss her/his resume in further detail.

No-Show Policy for Appointments with the Career and Professional Development Office

Busy college students will sometimes need to make last minutes adjustments to their schedules, which might include the need to miss an appointment in the Career and Professional Development Office in the Lee Business School. If you find yourself in this position, please cancel your appointment by calling the Office at 702-895-1139 or by emailing lscs@unlv.edu as soon as you know you will not be able to make it. You can also cancel your appointment through the [LBS Career Network](#). If you do not cancel your appointment, the policy below will be applied:

First No-Show

- If you no-show for a scheduled appointment with a Career and Professional Development staff member, you will receive an email checking in on your absence to ensure that all is well and to make sure you understand the importance of keeping and/or cancelling your appointments.

Second No-Show in same academic semester

- If you no-show for a scheduled appointment with a team member a second time in the same academic semester, you will be required to schedule an in-person meeting with a staff member in the Career and Professional Development Office to discuss your no-shows. Until you schedule this appointment, you will be unable to access your [LBS Career Network](#) account.

Note:

- No-shows will be reset/cleared at the start of each academic semester and will not carry over from year to year.
- A no-show is considered any appointment in which a student fails to attend without calling to cancel (up to the start of the appointment time). An appointment is considered a no-show if a student is not present when half of the appointment time has lapsed.

No-Show Policy for Events and Other Activities Involving Employers and External Partners

The Career and Professional Development Office uses the following guidelines when determining consequences for late cancellations and no-shows to events involving an employer or guest host/recruiter. These guidelines are in place to encourage users of the LBS Career Network to pursue only those opportunities of genuine interest. Students are encouraged to make informed choices before registering for an event or committing to a spot to avoid unnecessary cancellations. When a student fails to attend a scheduled event she/he is registered for, another interested student misses the chance to take her/his spot. The recruiter also misses the opportunity to have a full and productive schedule/event. Recruiters have noted that late cancellations and no-shows reflect poorly on the individual and the Lee Business School, and may have impact upon their commitment to recruit at UNLV now and in the future.

Failing to attend the Internship Roundtable or Hiring Roundtable

By visiting the Career and Professional Development Office to sign up for interview slots for the Internship Roundtable and/or the Hiring Roundtable, you are confirming your ability to attend the event to meet with the recruiters you have selected. If you do not show up and you do not notify the Career and Professional Development Office of your cancellation prior to these events, or if you fail to check-in, you will be considered a no-show. To cancel your spot at one of these events, you must call the Office at 702-895-1139 or email lbscs@unlv.edu as soon as you know you will not be able to make it.

First No-Show

Individuals who no-show to the Internship Roundtable or Hiring Roundtable will have a block placed on their [LBS Career Network](#) account which means you cannot apply to jobs or sign-up for career-related events. To regain access, the student must email a written apology to the recruiter(s) and copy a member of the Office of Career and Professional Development on the email.

Apologies should address why you missed the event, your sincere apology (e.g. wasting an employer's/recruiter's valuable time and preventing another student from participating, leaving a negative impression on UNLV as a whole, etc.). It is imperative to use a professional tone and correct grammar. Typos are unacceptable.

The block on a student's account will be removed within two business days of Career and Professional Development Office's receipt of your apology. Apologies that do not meet the above standards will not be accepted and the account block will remain until an acceptable apology letter has been submitted.

Additional No-Show

Students who experience more than one no-show to the Internship Roundtable or Hiring Roundtable in an academic year will be blocked from using the [LBS Career Network](#) for the remainder of the academic year. However, a student may formally request that the Director of the Career and Development Office review the situation to determine if the block should be removed or remain in place.

Failing to attend other career-related events

For all other career-related events involving employers and external partners, including the SpeakEasy Networking Event and CareerWomen! Event, if you register in advance and cannot attend the event, please cancel your registration by calling the Office at 702-895-1139 or by emailing lscs@unlv.edu as soon as you know you will not be able to make it. If you do not cancel your appointment, the policy below will be applied:

First No-Show

- If you no-show for an event that you have registered for in advance, you will receive an email checking in on your absence to ensure that all is well and to make sure you understand the importance of keeping and/or cancelling your appointments.

Second No-Show in same academic semester

- If you no-show for an event a second time in the same academic semester, you will be required to schedule an in-person meeting with a staff member in the Career and Professional Development Office to discuss your no-shows. Until you schedule this appointment, you will be unable to access your [LBS Career Network](#) account.