

Professional Responsibility Agreement

As a participant of the Tar Heel Advising Network on the PeopleGrove platform, I recognize that I will be held to high ethical standards and responsibility for professional networking. I recognize that the UNC General Alumni Association and PeopleGrove hold themselves and their constituents to the highest level of professional integrity and social responsibility.

I understand and agree to the policies and principles below, which have been established to ensure my professionalism and character while interacting with others on the platform.

Honesty & Integrity:

I recognize that my actions will reflect upon me, fellow participants, and my organization. I will provide accurate information in all materials and interactions during my networking, communications and career-related activities while engaging on or off premises with those in my organization and the larger Tar Heel Advising Network and People Grove communities.

Professional Code of Conduct:

I will communicate and present myself professionally, while being courteous/respectful in my interactions (in person, in writing, by phone, video chat or email) and will:

- Manage/monitor my digital identity content (including text, voice and picture) to be professional and make a reasonable effort to remove material other professionals may deem inappropriate or unprofessional.
- Acknowledge messages and invitations, and respond appropriately within 24-48 hours, except in rare exceptions.
- Attend all scheduled one-on-one interactions with other participants. I will provide two business days' notice for any cancellation, if possible.

Networking Terms & Conditions:

In addition to adhering to the policies and principles on the Professional Responsibility Agreement, I will abide by the following:

I recognize as an adviser and/or someone seeking advice that alumni advisers in the Tar Heel Advising Network agree to:

- Help other alumni explore a career, industry or company
- Provide additional contacts and avenues to consider

I recognize as an adviser and/or someone seeking advice that alumni advisers in the Tar Heel Advising Networking have not agreed to:

- Interview applicants
- Provide employment opportunities
- Continue extended communication

Additionally, I will abide by the following:

I will:

- Ask for advice and other contact.
- Research the organization before messaging an adviser and learn about the products and services the company provides.
- Inform the adviser you received their name from the UNC GAA.
- Prepare questions to ask ahead of scheduled meeting (how did you get into this field, what advice would you give someone with my experience, etc.).
- Have a strong resume including information on what you have to offer (education, experience, skills). [Need assistance?](#)
- Respect an adviser's time.
- Send a thank you message expressing your appreciation for the time and effort of an alumni adviser within 24 hours of speaking with him or her.

I will not:

- Ask for a job or internship or expect an adviser to offer a job or internship.
- Rush to put together a resume so that you can send it off quickly.
- Expect networking contacts to automatically share their network contacts.
- Expect the adviser to critique your resume.
- Expect the adviser to have a long conversation or ongoing relationship with you.
- Spam a contact with multiple emails or stalk with multiple phone calls.

Consequences of Inappropriate Behavior:

- Removal from the program

Sharing of User Data:

- Some or all program administrators will be able to view all information that I add to my profile and all communications that I send through the platform.
- In accordance with UNC General Alumni Association's privacy policy I will not use alumni adviser records for commercial, political or solicitation purposes. (Violating this policy can result in forfeiting future access to information).
By signing this form, I agree to adhere to the UNC General Alumni Association and PeopleGrove's required guidelines, policies, and I acknowledge the consequences of inappropriate behavior.