



OFFICE OF CAREER & EMPLOYER SERVICES

# Memorandum of Understanding

The Office of Career & Employer Services mission is committed to empowering students and alumni to connect their academic experience with career success through the development of professional marketability.

Our Office is committed to complying with the ethical standards of the National Association of Colleges and Employers (NACE) and expects students, alumni and employers to be honest and professional in the internship and job search process. Students and alumni who choose to participate in CES must abide by the following agreement.

*I will,*

1. **Provide accurate and honest information** on my profile, resume, and job search documents and in my interactions with employers. Examples include but are not limited to GPA, major and student status. Any information provided and all usage of my account will accurately reflect my identity.
2. **Be responsible for selecting an internship or job position.** I understand that although the CES reviews postings, the posting of an internship or job on this site does not mean that CES is making any recommendation, representations or guarantees regarding the internship or job. I also understand I am responsible for requesting additional information from a potential internship site or employer as necessary to make my employment decisions.
3. **Arrive on time.** If I am running late for any reason, it is my responsibility to contact CES **prior** to the start of my appointment. It will be up to the discretion of my career advisor to see me for the time remaining or to reschedule at their convenience. Should I need to cancel, I must contact CES 24 hours in advance as a courtesy to others who may be in need of assistance. I understand, no shows are completely unacceptable.
4. **Conduct myself in accordance with all College policies and procedures.** I understand that my conduct, both in-person and on-line, must comply with all College policies and procedures. I understand that some violations of this MOU may also violate other College policies, including the Student Code of Conduct. In some instances, violations of this MOU will be referred to appropriate College offices for further follow-up.
5. **Be responsible for keeping all career documents.** I understand I am responsible for my resumes, cover letters, applications, or previously reviewed documents provided in person or via email by CES staff. I am responsible to manage all my personal information including certificates of attendance, emails, CCN passwords, and the like.
6. **Conduct myself professionally.** I understand I am representing the College and will act accordingly during all encounters with CES staff, employers and community partners; this includes written correspondence, phone/video contact at interviews, career and networking events.
7. **Commit equally to my Success.** I understand CES is dedicated fully to my success; however, I must remain engaged and active equally in all of my pursuits to attain positive career outcomes. Aforementioned, I will keep appointments with CES staff and follow-up with recommendations for revisions to my documents. I will respect the time CES invests in my career development.

<http://www.naceweb.org>

CES encourages you to notify the director if you perceive any breaches of ethical conduct on the part of employers. We appreciate your joining us in committing to the highest standards of ethical behavior relating to the job or internship search process.