

Partners in Your Success

Rights and Responsibilities

While as a student at William and Mary you are ultimately responsible for securing your own employment following graduation, the Career Center, William and Mary alumni, faculty and employers play key support roles in the ultimate success of your career/job search strategy. The Career Center has established a slate of career development and recruitment services that is fair and equitable to students and employers alike, and supports responsible career decision-making by students. This effort is a partnership. It is up to you to seek counsel and direction to utilize fully the elements of this partnership, just as it is the Career Center's responsibility to prepare you effectively for the rigors of the job search.

The Career Center staff wants to work together with you so that this process can continue to be most successful. Therefore, we ask that you please read the following statements regarding your rights and responsibilities as they pertain to the usage of our services and indicate your understanding and agreement to abide by these rights and responsibilities by signing your name.

What you can expect from the Career Center:

- 1. Access to services, events and William and Mary alumni** – All students will have equal access to all Career Center services, including career counseling, employer resources, workshops and related programming, interview training, resume & cover letter reviews, and recruiting. In addition, you will have selective access to William and Mary alumni for the purpose of networking and obtaining career information, provided that you work with the Career Center counselors in a proactive manner to prepare for these discussions.
 - 2. Career marketing strategy** – Staff will be available to assist you with the identification and formulation of a successful job search strategy, including developing a job search profile, resume and cover letter critiques, networking techniques, interview skill development, and follow-up procedures. As well, the staff will serve as a support during the various phases of your decision making with respect to job offers.
 - 3. Ongoing employer relations** – Career Center staff will actively develop and enhance relationships with employers for the purpose of increasing employment opportunities for students. These opportunities will be reflected in our on-campus recruiting program, various off-campus recruiting events and referrals for job opportunities with a diverse group of employers currently not recruiting on campus.
 - 4. Freedom of choice** – You will have the freedom to choose an internship and permanent job opportunity that best suits your career goals and objectives. To this end, the staff will work with you to ensure that your values, goals, and objectives are clarified to ensure that you are positioned to make the best possible employment decisions.
 - 5. Confidentiality** – The Career Center will maintain the confidentiality of your information, regardless of the source, including written records, reports and databases. Individual data will be kept confidential.
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What the Career Center expects from the students:

1. Professional conduct – Interviews, corporate presentations and communication with employers are professional activities that require professional conduct. As in all Career Center functions, punctuality and professional demeanor are expected.

2. Interview with commitment – Research each organization that you will be interviewing with and **be prepared** to explain your interest in working there. Don't expect the interviewer to "sell" you on the organization. Don't use interviewing for practice.

3. Adhere to schedules – Appear for all counseling appointments and job interviews, whether on or off-campus, in a timely manner unless an emergency prevents you from doing so. If an emergency occurs, immediately notify the Recruiting Coordinator in the Career Center, so that alternative arrangements can be made.

No shows – Students who fail to appear for a scheduled job interview are considered "no shows." This is not only discourteous to both the interviewer and your classmates, it also reflects poorly on the College. Interview privileges will be suspended for any student who misses an interview until a letter of explanation has been sent to the interviewer (usually within 24 hours) and a copy received by the Career Center Director.

4. Making decisions concerning job offers – Communicate your acceptance or rejection of a job offer on or before the date agreed upon. If you must request additional time to consider an employer's offer, do so by notifying the person who extended you the offer as soon as possible.

Accept an offer in good faith – Once you accept an offer, you must withdraw from all other interviews. You are expected to honor your commitment. **The College of William and Mary does not condone renegeing of job offers by candidates or employers.**

5. Notify the Career Center with all the status changes in your job search – This information assists the Career Center staff in identifying and helping students who need additional support in either their internship or permanent job search.

6. Use of Mentors module in eRecruiting – This valuable resource of alumni career volunteers is to be used only for career advice, resume critique, graduate school advice, etc. Any other use of this resource is inappropriate and will result in the suspension of eRecruiting privileges and participation in on-campus recruiting.

Rights & Responsibilities

I have read, understand and agree to abide by the principles set forth in this document.

(Signature)

(Date)

(Name)

(Class Year)

(Student ID#)