

# Student Policies



C A R E E R S E R V I C E S C E N T E R

In using the services of the Career Services Center at the University of North Carolina at Greensboro, I understand that I must abide by the policies set forth in this Agreement.

## Job Postings

- I understand that registration with *SpartanCareers*\* does not guarantee job placement and that the employing organizations and not the Career Services Center make all hiring decisions.
- I understand that it is my responsibility to research and evaluate job leads and job offers. The CSC is not responsible for any misrepresentation or inaccuracy of job announcements.
- *The UNCG Career Services Center acts as a referral service only and makes no recommendations regarding employers or jobs. We make no representations or guarantees about position vacancies posted on SpartanCareers. The UNCG Career Services Center is not responsible for safety, wages, working conditions, or other aspects of employment. Due to the volume of job vacancies received, we are unable to research the integrity of each organization or person who posts a job.*

(\* - Symplicity is an outside vendor purchased by the CSC to manage job postings, resumes, and other vendors for student usage. This system is called *SpartanCareers*)

## On-Campus Recruitment Program

**Cancellation Policy:** I may not cancel my interview, without prior approval from the CSC office, after the signup system freezes the final schedule. If a schedule is being handled manually by the Career Services Center, I may not cancel my interview, without prior approval from the Career Services Center, within 48 hours of the interview day.

## No-Show Policy:

I understand that cancelling less than 24 hours before a scheduled interview, or not showing up for the interview itself, will be considered a “No Show.” As such, the following actions may be taken:

### First No Show:

- Campus interview privileges may be placed on hold, to be reinstated or terminated at the discretion of the Director of Career Services Center.

#### For first No Show, I must:

- Write a Letter of Apology to the Head Recruiter or Primary Contact for the affected company (as listed with Career Services). This letter must be copied to both the Assistant Director of Employer Relations, and the CSC email inbox ([career\\_services@uncg.edu](mailto:career_services@uncg.edu)).
- Until this letter is received I will not be permitted to participate in any upcoming interviews, nor will I have access to *SpartanCareers*.

### Second No Show:

- At the discretion of the Assistant Director of Employer Relations, all CSC privileges may be automatically and permanently terminated.

#### In the event of a second No Show, I must:

- Write a Letter of Apology to the Head Recruiter or Primary Contact for the affected company (as listed with Career Services). This letter must be copied to both the Assistant Director of Employer Relations, and the Career Services email inbox ([career\\_services@uncg.edu](mailto:career_services@uncg.edu)).

- Make an appointment with the Director or the Career Services Center staff member designated by the Director to handle this situation.
- Until this letter is received and the appointment conducted, I relinquish all rights to Career Services resources, including: career advisement, participation in any upcoming interviews, access to SpartanCareers, and recruiting-related event attendance that is hosted at or by UNCG.

### **Collected Information**

The Career Services Center collects student and alumni registration information, electronic copies of student and alumni resumes, cover letters, and any other material students and alumni choose to share with us. Through the creation of an account with our office, students and alumni provide all information in the form of an online profile or resume. This information is maintained in databases housed on servers such as *SpartanCareers*. This information is accessible solely by representatives of Career Services and is not available to employers.

### **Your *SpartanCareers* Profile/Documents**

Your Personal and Academic Information must be updated online through the *SpartanCareers* system each year to reflect your current status and qualifications.

- Accounts with an invalid email or email that is bounced back to us will be deactivated. Monthly checks are performed.

### **Release of Information**

Career Services Center staff members disseminate student and alumni resumes to employers under the following conditions:

- Candidates have indicated consent by placing their resume in a Resume Book.
- Candidates have sent their resume in for a Resume Collection.

### **Assistance Available to Distance Students and Alumni**

The Career Services Center is committed to providing high quality services to all our students and alumni (limitations apply) of the University of North Carolina at Greensboro. Many of our students and alumni can be found throughout the United States and internationally. Every effort will be made to provide specific opportunities in your geographic location.

To accommodate distance students and alumni, the Career Services Center offers email, Skype, and telephone appointments. Topics for these communications can include: resume development, interviewing skills, salary negotiation strategies, job search strategies, understanding how to use our online services, as well as many other developmental activities.

### **Appointment Policy**

The Career Services Center maintains the right to require email appointments to those who do not show for scheduled appointments.

Due to the increase in traffic; the Career Services Center asks that you arrive on time to all appointments to maintain the best possible service we can provide. Students who are more than 15 minutes late for a 60 minute appointment (10 minutes late for a 30 minute appointment) will be asked to reschedule their appointment in order to maximize the time a career advisor can spend on your career development. Please call your career advisor or ask the front desk to let your career advisor know if you plan to be late.

The CSC does not accept “same-day appointments” due to the nature of the assistance we provide. This policy allows our career advisors to maximize the amount of research and resources they can prepare for you before your time with them.

- **Drop In Hours:** the CSC office has a team of career specialists available throughout the week to get you started on your career path and to help you maximize the resources we have. They are on hand to assist you in scheduling with a career advisor if needed.