



ROCHESTER EDUCATIONAL OPPORTUNITY CENTER
STATE UNIVERSITY OF NEW YORK

Career Services Assistance and Portal Access Agreement

Career Services assistance can only be utilized productively with total cooperation between the student and the Rochester Educational Opportunity Center (REOC) Career Services Department. The career search process should be viewed as a **serious responsibility** which requires special attention and effort.

REOC does not guarantee employment, and that obtaining training-related employment is the student's ultimate responsibility. Career Services is available to work collaboratively with each student and alumni to offer advice, assistance and support. It is up to the student to actively promote himself or herself to an employer, and to complete all necessary requirements leading to employment.

In order to ensure your excellent reputation and that of the REOC and the Career Services Department, you are expected to conduct yourself in a professional manner at all times. REOC will provide students and alumni with access to online employment resources through the Career Services Portal. In order to obtain and maintain access to this portal, please read and adhere to the following agreement.

I agree to the following:

PROVIDE ACCURATE INFORMATION AND MAINTAIN CONFIDENTIALITY

- I will provide all personal background information normally required in the development of a resume for employment seeking purposes. Such information must be true and correct.
- I will keep the Career Services Department advised of any change of address, employment and phone number.
- I agree that all information will be reviewed and approved by the Career Services Department prior to being posted to the Career Services Portal.
- I certify that any job search documents and profile information (including, but not limited to resume/application information, cover letters, etc.) provided to an employer, university or other academic or professional institution in a written, oral, or indirect manner are truthful and accurate.
- I understand that misrepresenting myself is unethical and will result in loss of the privilege to use REOC's online Career Services Portal.

COMMUNICATION

- I will contact Career Services after each interview to review the results of the interview.
- I will make independent attempts to secure employment in addition to working collegially with the Career Services Department.
- I will practice professionalism when communicating with Career Services staff and with employers.
- I will respond in a timely manner to employer and REOC Career Services for all manner of communications including, but not limited to: email, telephone and in-person.
- I will notify the Career Services Department when employment is obtained.

INTERVIEW REQUIREMENTS

- I will accept interviews only with employers that genuinely interest me.
- I will keep all interview appointments. Missing a scheduled interview is unacceptable and unprofessional. Students may not cancel an interview with less than two days’ notice. Students will be required to meet with the Career Services Administrator and write a note of apology to the recruiter with whom the interview was to occur. Cancelling an interview less than two days before the interview may result in a loss of REOC Career Services Portal privileges.

NOTIFICATION REQUIREMENTS

- I will notify an employer of my acceptance or rejection of any offer(s) by the mutually agreed upon date/time.
- I will honor an accepted offer and discontinue interviewing upon providing verbal or written acceptance.
- I will cancel all upcoming interviews by contacting the companies where interviews were scheduled once an offer has been accepted.
- I will contact the REOC Career Services department to discuss the situation if any concerns about an offer arise.
- I will notify REOC of my job acceptance as soon as I receive it.

DISCLOSURE REQUIREMENTS

- I agree that REOC has permission to make resumes, cover letters, and applications available to prospective employers; and these documents may be requested by employers according to employment authorization status, desired function, past experience, etc.

I have read, understand and agree to the Career Services Assistance and Portal Access Agreement.

Name (Please Print)

Signature

____/____/____

Date

U _____

REOC Student ID Number

REOC Program Name