

Student and Alumnus User Agreement

Career Services is committed to complying with the professional and ethical standards of the National Association of Colleges and Employers (NACE) and expects students, alumnus and employers to uphold the same standards during the recruitment process.

All students and alumnus who choose to interact with Career Services must abide by the following agreement. When logging into the Career Services online database, Hire A Bearcat, you will indicate that you adhere to the following standards when completing your online profile:

I will:

1. Provide accurate and honest information on my profile, resume, transcripts and job search documents and in all 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 a job or internship position. I understand that although Career Services reviews positions added to Hire A Bearcat, the posting of a job or internship on this site does not mean that Career Services is making any recommendations, representations or guarantees regarding the job or internship. 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. Abide with the On-Campus Recruiting standards by:
 - a. Keeping ALL interview appointments (both “mock” and on-campus interviews) with employers or notify employers and Career Services in advance of any emergency requiring me to cancel my commitment. I understand that I must cancel or reschedule interviews in advance.
 - b. Understanding that late cancellations (less than two full business days in advance of the event) requires an apology letter to be written to the employer (within one week), which will first be submitted to Career Services for approval and documentation.
 - c. Agreeing that if I do not keep my scheduled interview(s) and do not notify Career Services in advance, I am considered a “no-show” if:
 - I cancel a scheduled “mock” interview less than two full business days in advance of the event
 - I cancel a scheduled interview less than two full business days in advance
 - I do not show up for an interview

I understand that in the event of a no-show, I cannot interview or access job openings via Hire A Bearcat until I send an apology letter to the employer (within one week) according to Career Services standards. If I do not submit the required apology letter, all on-campus recruiting privileges will be revoked until I meet with the Career Development Coordinator – Employer Relations.

4. Accept interviews with employers in which I have a sincere interest and prepare for each professionally knowing that I represent both myself and Northwest Missouri State University.
5. Honor my acceptance of a job or internship offer. Once I accept an offer, I will withdraw from consideration from other opportunities and discontinue my job search.
6. Keep appointments made with Career Services staff or inform them if I cannot keep my commitment for any reason.
7. Accept the consequences of losing Career Services privileges if I do not comply with the User Agreement. I understand that some violations could result in a breach of the [University's Code of Conduct](http://www.nwmissouri.edu/studentaffairs/PDF/ConductCode.pdf), <http://www.nwmissouri.edu/studentaffairs/PDF/ConductCode.pdf> and can be referred to the Dean of Student's Office and/or the relevant academic department.

I understand that under the Family Education Rights and Privacy Act of 1974 (FERPA), Northwest Missouri State University may not disclose personally identifiable information from my education record to third parties without my signed written consent.

I hereby authorize the Director and staff of Career Services at Northwest to disclose by mail, fax, Internet, email, or by any other means, my information, resume, and any other application materials in the office's database and files to employing organizations during my active registration with their office.

The Career Services staff encourages you to notify the office at 660-562-1250 or career@nwmissouri.edu if you perceive any violations of ethical conduct on the part of employers. We appreciate your feedback and hope you will join us in a commitment to the highest standards of ethical behavior relating to the internship or job search process.

Select “I agree” to indicate you understand and agree to the above mentioned terms. I agree: Date: _____