

## User Agreement

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 Missouri State University to disclose by mail, fax, Internet, e-mail, or by any other means, my information in the office's database and files to employing organizations during my active registration with their office.

I understand that if I fail to complete all registration requirements (online registration, uploaded resume, and signature release) within six months of beginning the registration process, Career Services will destroy all incomplete registration information except letters of recommendation which will be returned to their authors.

I understand that if I violate the Cancellation/No-show Policy for any scheduled on-campus interviews, I must write a letter of apology to the employer and deliver the letter to Career Services within one week of the missed appointment. I will be 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 one full business day in advance
- I do not show up for an interview

*If you fail to submit the letter, your Career Services account and campus recruiting privileges will be revoked. These privileges may be regained only after a personal appointment with the Career Development Coordinator – Employer Relations in Career Services.*

As a registrant with Career Services, I understand that a copy of my unofficial transcripts and resume will be made available for the use of prospective employers in their evaluation of my qualifications. I understand my unofficial transcript will include academic work recorded as of this date.

By checking "I agree" in the box below, certifies that I have read and voluntarily agree to the policies and procedures stated above.

I agree