

Release Form Career Services

Student ID#: _____

Name (Last, First, M.I.): _____

Degree/Major: _____

Academic Level (Jr/Sr): _____ **Graduation Date:** _____

Local Telephone Number: _____

Email Address: _____

PLEASE READ CAREFULLY

I authorize Career Services to release my resume to potential employers through On-Campus Recruiting and the Resume Referral Program.

Signature _____ Date _____

Missed Interview Policy Agreement

In order for the on-campus recruiting program to work effectively all parties must meet certain obligations. Employers invest substantial time and money in recruitment efforts so it is extremely important that students treat every interview as a commitment. Missed interviews are a very serious concern because they lower the employer's impressions of our campus and take opportunities away from other students.

Scheduling an interview time with an employer and not showing up for the interview is considered a "MISSED INTERVIEW." Each day "no shows" will be recorded. Students with a missed interview will be blocked from pre-selecting employers and from scheduling future interviews. If you have interviews previously scheduled **BE SURE TO ATTEND THOSE INTERVIEWS!** If you wish to discuss this you must make an appointment with Kathy Hornberger, the Recruitment Coordinator in Career Services..

By reading this and signing below, you are indicating that you have attended a "live" Career Services Orientation or have read the on-line version, understand the OCR process, and are accepting responsibility for your actions with Career Services.

I understand if I miss an interview, Career Services has the right to withdraw my interviewing privileges.

Signature _____ Date _____
Last Updated: 8/08