At Career Services all of our staff have dedicated their professional lives to your success. All of our programs, services, and policies are designed to help CU-Boulder students and graduates maximize their potential. We are privileged to provide these services on behalf of CU-Boulder. This document outlines our commitments to students and alumni as well as our expectations in return.

CAREER SERVICES commits to providing:

2. Accurate and Timely Information.
3. Effective and Efficient Administration ~ Paperwork will be kept to a minimum and processed as quickly as possible.
4. Ethical and Respectful Interactions.
5. Protection of Information ~ Career Services strives to protect your personal information. We release your information only when you have given us permission and/or indicate that you are actively searching. In order to protect this information, we release it only to employers who have stated exactly what company or organization is hiring (no third-party recruiting unless the end employer is disclosed). Information pertaining to counseling discussions or coaching notes is kept confidential in accordance with university policy and applicable laws.
6. Minimum Screening ~ Evaluating opportunities is an essential skill for both short and long-term success. Career Services will not screen potential employers or opportunities to determine what is a good fit or a good company. However, there are some types of opportunities or organizations that are not allowed to participate in our programs. This is NOT a value-judgment about that opportunity, only a restriction based on policy. (Please see our website for more details on our employer policies). For example, to be considered an “internship,” opportunities must include a strong learning component that helps to bridge theory and practice and includes orientation, supervision, instruction, and evaluation. Opportunities that do not include these components are not included in our internship postings.
7. Fiscal Accountability ~ Assessing our services often to make sure they are the most efficient and effective use of funds.
8. Environmental Consciousness ~ Career Services is a certified “Green Office” and considers environmental impact wherever possible in our decision-making.
9. Attention to Changing Students and Changing Marketplace ~ Not using the same programs, systems, and services unless they continue to meet the needs of current students and graduates.
10. Professional Development ~ Our staff will continually update our skills and knowledge so as to provide the best quality service.
11. Strategic Planning & Decision-Making ~ Our decisions will be based upon thorough research rather than following fads.
12. Proud Representation ~ As a liaison between the world of work and CU’s strong academic programs, we will proudly and accurately represent the students, alumni, faculty, and university with the utmost care and enthusiasm!
13. Put Students and Alumni First ~ We strive to balance the needs of our multiple constituencies, creatively address issues, and find win-win solutions.
14. Appreciate Uniqueness & Diversity ~ We recognize and appreciate the uniqueness of each individual and the collective diversity of our student body and alumni.
15. Addition of Value to CU Degree ~ Being educated by one of the finest institutions of higher education in the country provides a strong base for any future endeavors. We design our programs and services to provide additional value to CU graduates in the form of professional skill and strength development.
In turn, we expect STUDENTS and ALUMNI to commit to:

1. **Professional Behavior** ~ Communicate professionally, be prepared, attend to necessary details, provide undivided attention, arrive on time, and only cancel commitments in emergency situations. Professionalism should be expressed in all interactions including those with Career Services staff members and employers in person, electronically, in writing, or on the phone. Please see our website regarding our Reneging on a Job Offer or Skipping an Interview Policies.

2. **Take Responsibility for Success** ~ Students and alumni must take responsibility for their own success. Career Services can serve as a resource, partner, advisor and coach, but action and follow-through are personal responsibilities.

3. **Take Responsibility for Consequences of One’s Own Actions** ~ Participants in our programs must take responsibility for knowing and observing established policies and procedures. If you have questions or need assistance, please ask.

4. **Appreciate our Expertise & Dedication** ~ Career Services hires and retains professionals committed to the goals of each CU–Boulder student and graduate. We come with education, training, and experience worthy of this institution and expect to be treated respectfully.

5. **Keep Job Search Materials Up-to-Date, Accurate, and Truthful** ~ This includes updating resumes and cover letters as well as demographic information on Career Buffs.

6. **Respect the Professional Needs of Other CU Job Seekers** ~ Employment opportunities intended for CU students and graduates should not be shared with others. Do not schedule interviews you do not intend to keep or cancel at the last minute— not only does this reflect badly on you and on the university, it also bars another person from taking advantage of the opportunity.

7. **Practice Ethical Employment Skills** ~ Do not accept interviews for positions you will not take. Discontinue all job searching once you have accepted an offer for an internship or professional position.

8. **Track Your Progress** ~ Let us know how you are doing by providing information about your internship and job offers and acceptances in the “Report a Job Offer” section of our website.

9. **Provide Feedback** ~ We can only meet your needs when we know what your needs are. Please let us know how we are doing.

We hope that outlining these commitments will help to increase understanding between Career Services and our primary customers. If you have any questions, comments, or suggestions for expanding these commitments, please do not hesitate to contact us. Information on various forms of contact can be found at http://www.colorado.edu/career/about-us/our-team.

Respectfully Submitted,

Dr. Lisa Severy, Director of Career Services
on behalf of the Staff of Career Services