Student & Alumni Policies

The Office of Career Services is designed to meet the needs of enrolled students and alumni. In some cases students from other universities are allowed to utilize limited services offered by career services.

Policy for Use of Career Services

The use of the Georgia Southern University Office of Career Services is extended to the following groups at no cost:

- Students currently enrolled in a GSU degree program
- Students currently enrolled in a University System of Georgia school
- Georgia Southern alumni who are in good standing
- Students from a school outside of the state of Georgia (for reciprocity, a written request from the students Career Services office must be received prior to services offered)

Interview Policies

A. No Show

Career Services works hard to provide services to help you be successful in your job search. When you register with Career Services, you are entering a partnership. Career Services also has partnerships with the hundreds of employers who seek out our assistance with their hiring needs. Missed appointments or cancellations inconvenience employers and are inconsiderate of other students who may have desired an appointment but were unable to get on the interview schedule. The situations also have negative implications on the University’s relations with the employer and can affect opportunities for other GSU students. This policy refers to all on-campus interviews, employer mock interviews and other employer appointments that you might have.

NO-SHOW TO ON-CAMPUS INTERVIEWS

A No-Show is defined as an individual who does not notify Career Services more than 48 hours prior to the interview of his or her inability to honor the appointment. Missing the scheduled interview, arriving late or canceling within 48 hours of the interview are all considered No-Shows. Career Services will notify you via email of your missed interview and inform you about the no-show policy.

If you No-Show:

If you are a No-Show for a scheduled interview your interviewing privileges will be revoked in Eagle Career Net. You will need to complete the following steps to reinstate your interviewing privileges.

1. Meet with a Professional Employment staff member in the Office of Career Services. You will discuss the reason for your No-Show status, the Career Services policies, and what actions you must take.
2. Write a letter of apology to the employer of the scheduled interview. An example of the letter can be found on the Career Services website. In the letter you will state your reasons for missing the interview.
3. Your letter must be approved by a Career Services staff member. If emailing the letter, you will CC the staff member when sending it to the employer. If mailing the letter, you will bring a stamped envelope to Career Services and we will send it.
Second No-Show
If you fail to appear for a second interview your interviewing privileges will be permanently revoked while you are at Georgia Southern University. Extenuating circumstances will be taken into consideration. It is unprofessional to disregard commitments. While this may seem unfair, missing an interview reflects badly on Georgia Southern University and keeps other students from interviewing.

B. Cancellation
Cancellations can be made prior to 48 hours before the interview by logging into your Eagle Career Net account or by contacting Career Services at 478-5197. To cancel an interview in Eagle Career Net, you will click on the Interview tab then on Scheduled Interviews. You will then click the Cancel button attached to the Interview Schedule. Any cancellations within 48 hours of the interview are considered a No-Show.

C. Alcohol
Georgia Southern University is a member of the National Association of Colleges and Employers (NACE), the professional association for college recruiters and career services professionals. Our office abides by the Principles of Professional Conduct which state that "Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc." We encourage students not to partake of any alcohol beverage during the interview process. This could be detrimental to receiving an offer of employment. No alcohol will be served at any on-campus recruitment event.

D. Employment Offer Guidelines
When accepting an offer of employment you are committing yourself to that employer. Before you accept, be sure to take time to consider you options. To break your word or fail to carry out a promise on an offer would reflect poorly on you, other students, the Office of Career Services and Georgia Southern University. Your actions may hinder future opportunities for other students.

After accepting an offer, your job search must end. You have made a commitment. You next step is to change your online job search profile to show you are no longer seeking employment and remove your resume from consideration for other job opportunities. If you are already scheduled for other on-campus interviews please cancel your appointment as soon as possible to allow other students the opportunity to interview.

Reneging on a job offer which was gained through on-campus recruitment will cause a permanent ban in participating in on-campus interviews at Georgia Southern University. If you should have any questions, please contact our office at 912.478.5197.

E. Mock Interviews
Mock Interviews with an Employer and or Career Services staff member are considered an on-campus interview schedule. Please keep in mind that a mock interview with an employer is a commitment they have made from their busy schedules to assist you with your interview skills and provide students with
constructive feedback. Please review all of the Interviewing Policies as they apply to mock interviews as well.

**Reciprocity Policy**

Many Career Services throughout the state of Georgia and country provide reciprocity to students of other schools. Reciprocity is the mutual exchange of services to non-Georgia Southern University students and alumni.

In the Office of Career Services at Georgia Southern University, we allow students/alumni from other Georgia universities/colleges and from around the country to use select services. These services are offered on a case-by-case basis as long as they follow the guidelines below.

- Requests for Reciprocity must be made in writing (mail, fax, or email) by the career services of the requesting school. It is the responsibility of the requesting school to notify its student/alumnus of the acceptance or rejection of reciprocity.
- Reciprocity visitors must bring a copy of the letter granting them the use of our services with them.
- Reciprocity privileges will last only three months from the date the acceptance is given. After that time they must again request (through their career services) to use our services.
- **Reciprocal services provided to visiting students/alumni include:** access to online job postings, use of the Career Resource Center library/computers, and attendance to career fairs.
- The Office of Career Services has the limit or revoke reciprocity to visiting students/alumni.

If you have any questions regarding the Georgia Southern University Office of Career Services Reciprocity Policy please contact our office at (912) 478.5197.

**Student Appointment Policy**

Any student arriving 10 minutes late without prior notice to a schedule appointment with a Career Services staff member will be re-scheduled by the front office staff.

**Privacy Policy**

**Personal Information**

Career Services at Georgia Southern University is committed to providing its users sound privacy practices regarding electronic personal information. We operate computer systems that are developed by Career Services in partnership with external organizations for our job listings, student/employer database and On-Campus Recruiting services. Information collected by these systems is used to provide and tailor services to our customers and for program planning purposes. Information is also used to construct aggregate reports for state agencies and internal institutional studies.
Data collection and access to student information is governed by the following campus and federal policies:

Federal Family Educational Rights and Privacy Act

NACElink

Job listings, resume services and campus recruiting are provided through the NACElink system. Georgia Southern’s Office of Career Services partners with the National Association of Colleges and Employers (NACE), a nonprofit professional organization for career centers and employers, and Direct Employers Association, a nonprofit association of national employers, to offer these services. Resumes and profiles of students and alumni participating in any of these services reside on the NACElink servers.

Jobs posted on the NACElink system may or may not be reviewed before posting. Site users are urged to validate job postings and use caution and common sense when applying. Do not disclose social security numbers, credit card information or bank account numbers to unknown employers. For details on NACElink privacy practices, please review the NACElink Privacy Policy.

Cookies

Career Services partners with third-party organizations (e.g. Optimal Resume, NACElink) for some of the applications accessed through our site. Some of these applications require cookies to be enabled in order to function properly. If you have questions about a partner’s security or privacy policies please refer to that organization's web site.

External Websites

While using the Career Services website, you may encounter hypertext links to the Web pages of organizations not directly affiliated with either Career Services or Georgia Southern University. Career Services does not control the content or information practices of these external organizations; we highly recommend that you review the privacy statements of these organizations.

Grievances

The Office of Career Services staff will investigate complaints by users of our services about on-campus and off-campus interviews, job postings, employers, or career events. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the employer involved or suspend recruiting privileges for students and alumni.