Policies, Procedures and Student Responsibilities

The information below is provided to students for your protection and understanding. As a result, we ask that you review all information carefully. In using the services of the University Career Center at the University of North Carolina at Charlotte, it is important that you understand our policies and procedures and that you abide by any policies set forth below. Topics include:

- Career Advising Appointments
- Career Self-Assessments
- Hire-A-Niner Database
- On-Campus Interviews

**Career Advising Appointments**

Due to the increase in traffic, the University Career Center asks that you arrive on time to all appointments to maintain the best possible service we can provide. Students who are more than 10 minutes late for an appointment will be asked to reschedule their appointment in order to maximize the time a career advisor can spend on your career development.

The UCC does not accept “same-day appointments” due to the nature of the assistance we provide. This policy allows our career advisors to maximize the amount of research and resources they can prepare for you before your time with them.

- **Drop-In Hours**: The UCC office has a team of Peer Career Ambassadors available Monday – Thursday from 11am – 3pm to get you started on your career path and to help you maximize the resources available. They are on hand to assist you in scheduling with a career advisor if needed.

**Cancellations**

Appointments with Career Advisors are important to a student’s career development. To allow as many students as possible to meet with their advisor, we ask that students cancel appointments at least 48 hours prior to their appointment time which would allow for another student to take that appointment space.

**No Shows**

In the instance a student does not cancel or show up for an appointment, the following will occur:

If a student misses one appointment without cancelling, Career Advisors will send an email to the student on how to reschedule the appointment and state the no-show policy and warn about a 2\textsuperscript{nd} no show.

After two appointments without cancelling, Career Advisors will send an email to the student that the student is unable to schedule an appointment with an advisor for the remainder of the semester. After the 2\textsuperscript{nd} missed appointment, the student will only be allowed to seek assistance via email from their career advisor or receive assistance from PCAs during drop-in hours for the remainder of the semester.
Computer Usage

Students are allowed to use the Career Center computers to print a maximum of 10 pages for career related materials such as resumes, cover letters, personal statements, or other career related materials.

Mock Interviews

Students must email the career advisor a copy of their résumé and a sample job description at least 2 days in advance to allow the advisor time to prepare for the mock interview. Students should wear business professional attire.

Assistance Available to Distance Students and Alumni

The University Career Center is committed to providing high quality services to all our students and alumni (limitations apply) of the University of North Carolina at Charlotte. Many of our students and alumni can be found throughout the United States and internationally. Every effort will be made to provide specific opportunities in your geographic location.

To accommodate distance students and alumni, the University Career Center offers email, Skype, and telephone appointments. Topics for these appointments can include: resume development, interviewing skills, salary negotiation strategies, job search strategies, understanding how to use our online services, as well as many other career-related topics.

Career Self-Assessments

In order for a student to take the Strong Interest Inventory or Myers-Briggs Type Indicator (MBTI), students must first obtain log-in credentials. Log-in credentials can be obtained by:

- Meeting with your career advisor through a Career Exploration appointment
- Meeting with an academic advisor at the University Advising Center or CLAS advising center

Some free assessment resources (Including Focus-2, O*Net and CFNC) are available online or by visiting during our PCA (Peer Career Ambassador) drop-in hours, Monday – Thursday, 11am-3pm.

Students who have an appointment to interpret an assessment must take their assessment at least 2 days before their appointment.
Hire-A-Niner Database

Job Postings

- I understand that registration with Hire-A-Niner* does not guarantee job placement and that the employing organizations and not the University Career Center make all hiring decisions.
- I understand that it is my responsibility to research and evaluate job leads and job offers. The UCC is not responsible for any misrepresentation or inaccuracy of job announcements.
- The UNC Charlotte University Career Center acts as a referral service only and makes no recommendations regarding employers or jobs. We make no representations or guarantees about position vacancies posted on Hire-A-Niner. The UNC Charlotte University Career Center is not responsible for safety, wages, working conditions, or other aspects of employment. Due to the volume of job vacancies received, we are unable to research the integrity of each organization or person who posts a job.

(* CSO Research is an outside vendor purchased by the UCC to manage job postings, resumes, and other vendors for student usage. This system is called Hire-A-Niner.)

Collected Information

The University Career Center collects student and alumni registration information, electronic copies of student and alumni resumes, cover letters, and any other material students and alumni choose to share with us. Through the use of an account with our office, students and alumni provide all information in the form of an online profile or resume. This information is maintained in databases housed on servers such as Hire-A-Niner. This information is accessible solely by representatives of the career center and is not available to employers.

Release of Information

University Career Center staff members disseminate student and alumni resumes to employers under the following conditions:

- Candidates have indicated consent by placing their resume in a Resume Book.
- Candidates have sent their resume in for a Resume Collection.
On-Campus Interviews

Cancellations
I may not cancel my interview, without prior approval from the UCC office, after the signup system freezes the final schedule. If a schedule is being handled manually by the University Career Center, I may not cancel my interview, without prior approval from the University Career Center, within 48 hours of the interview day.

No-Shows
I understand that cancelling less than 24 hours before a scheduled interview, or not showing up for the interview itself, will be considered a “No Show.” As such, the following actions may be taken:

First No Show:
- Campus interview privileges may be placed on hold, to be reinstated or terminated at the discretion of the Associate Director of the employer relations team.

Second No Show:
- At the discretion of the Associate Director of Employer Relations, all UCC privileges may be automatically and permanently terminated.

For first No Show, I must:
- Write a Letter of Apology to the Head Recruiter or Primary Contact for the affected company (as listed with the career center). This letter must be copied to both the Associate Director of Employer Relations, and the UCC email inbox (recruitUNCC@uncc.edu).
- Until this letter is received I will not be permitted to participate in any upcoming interviews, nor will I have access to Hire-A-Niner.

In the event of a second No Show, I must:
- Write a Letter of Apology to the Head Recruiter or Primary Contact for the affected company (as listed with the career center). This letter must be copied to both the Associate Director of Employer Relations, and the career center email inbox (recruitUNCC@uncc.edu).
- Make an appointment with the Director or the University Career Center staff member designated by the Director to handle this situation.
- Until this letter is received and the appointment conducted, I relinquish all rights to the career center resources, including: career advisement, participation in any upcoming interviews, access to Hire-A-Niner, and recruiting-related event attendance that is hosted at or by UNCC.

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