



Kutztown University Policy ACA-065

Career Development Center Guidelines and Statement of Eligibility

Who is eligible to use the resources/services of Career Development Center?

All currently enrolled students (graduate and undergraduate) are invited to participate in the programs/services provided by the staff of this office. In addition, Alumni are welcome to use those services they feel are necessary to enhance their career options.

Who can take On-Campus interviews?

On-Campus interviewing and related referral activities are reserved exclusively for currently enrolled undergraduate/graduate students, who will be completing their degree requirements during the current academic year, and who meet the specific requirements as defined by the employers. In all cases we will comply with University guidelines regarding EEO/AA (Equal Employment Opportunity/Affirmative Action) requirements, rules and regulations.

Who can make appointments to meet with the professional staff of Career Development Center?

Our first responsibility is to provide for the needs of currently enrolled students. Therefore, during the academic year, or as long as classes are in session, priority will be given to currently enrolled students.

Third Party Policy Statement

Third Party Recruiting (Search Firms):

While we welcome the opportunity to assist "search Firms" in placing students in positions represented by the firms, we cannot and will not provide them with lists of names of students for the following reasons:

- 1) Confidentiality of student information legally prevents us from releasing such information without students' specific permission;
- 2) To provide the names of specific students in specific academic areas to agencies would not be in compliance with fair EEO/AA provisions of making available to all students opportunities in which they may be interested;

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3) As we are charged with the responsibility of assisting students in their job searches, we cannot serve as the intermediary for profit-making organizations. Although lists of students are not available through this office, we will attempt to assist an agency by posting information about positions and advising interested students to contact the agency with cover letter and resume.

Effective Date

2007

Approved By

Dr. Carlos Vargas-Aburto, Provost

Last Review:

June, 2008

August, 2010

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