



# Career Center

## On Campus Recruiting Program

### Tutorial Release Form

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

1. I have completed the On-Campus Recruiting Online Tutorial and understand the policies and procedures of the Program.
2. I hereby authorize the Career Center to disclose my resume to all prospective employers. In order to revoke this authorization, I must do so in writing. Such revocation shall not apply to information that has already been disclosed to third parties prior to the date of revocation.
3. It is essential that the information on your resume and CareerLink profile are accurate and consistent. Please notify the Career Center of any discrepancies or if changes need to be made. Profiles must never be altered for the purpose of submitting your resume for a position.
4. This is to remind you that positions for the On-Campus Recruiting Program have specified Work Authorizations. Some require applicants to be U.S. Citizens and some may allow Permanent Residents and/or International Students to apply. You must, therefore, comply with these guidelines set forth by the employer. Specified Work Authorizations must be adhered to.
5. To maintain the integrity of the On-Campus Recruiting Program, it is imperative that students adhere to the policies or you will forfeit your rights to participate in the program.

I agree to comply with the following policy:

It is expected that any student who schedules an interview with an employer will honor that scheduled appointment. If a circumstance does arise that will prevent you from attending a scheduled interview, you should remove your name from the schedule before the "sign up" deadline has passed.

- **No Shows** – Failure to appear for a scheduled interview will result in a suspension from the program. In order to be reinstated into the program, you must send a letter of apology to the employer within 48 hours and make an appointment with the Employment Specialist. You must bring a copy of the letter of apology to your appointment. If you should have a second "no show," you will be permanently removed from the program.
- **Cancellations** - If you must cancel a scheduled interview after the "sign up" deadline has passed, **you must call the Career Center**. Within 48 hours, you must send a letter of apology to the employer with a copy to [interview@stjohns.edu](mailto:interview@stjohns.edu) or your User Rights will be temporarily suspended. After two such cancellations, you will be permanently suspended from the program.
- **Unexcused absences and last minute cancellations do not enhance your image with potential employers**, nor do they reflect a positive image of St. John's University and the On-Campus Recruiting Program. Your actions can jeopardize the entire recruiting program for future students. Thus, a strict policy regarding "no shows" and "cancellations" will be enforced for the protection of the students of St. John's University.

I fully understand and agree with the information outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date