

Candidate Eligibility and Access for Career Services Policy

Eligibility and Access for Current Students: Current students enrolled at WSU pursuing a degree are eligible and have full access to career services offered at WSU, given they agree to all service and user agreements. Students are not charged a fee to participate in on-campus WSU career services. A small fee may apply to career events. Online user accounts will remain active post-graduation with a WSU email address.

No Refunds: All payments for events and fairs that require a registration fee are final. No refunds are given.

Cancellations: WSU students participating in the on-campus recruiting program or a partnership program who deem it necessary to cancel their on-campus interview or mock interview, must provide a 48 hour notice to the Associate Director (507.457.5878, Winona Campus) or Student Success Career Advisor (507.280.5079, Rochester Campus) preferably in person, or via phone or email.

No Shows: Candidates who do not show up for their scheduled interview will be required to send an email of explanation/apology to the employer; carbon-copied (cc'd) to the Associate Director for Career Services within 48 hours of the scheduled interview. Failure to do so will result in the suspension of on-campus interview privileges and deactivation of the candidates Warrior Jobs user account.

Appeals to reinstate privileges will be determined by the Associate Director for Career Services.

Academic Records: Applicants who seek to collect academic records for their employment applications should contact the Warrior Hub.

Eligibility and Access for Recent Graduates/Alumni: Alumni are eligible and have limited access to career services offered at WSU, given they agree to all service and user agreements. Alumni have access to all on-campus resources. Alumni who hold a WSU email address have access to all online career tools free of charge. A small fee may apply to career events. (Note: employers involved with career services primarily seek to hire current students and recent graduates of degree programs.)

No Refunds: All payments for events and fairs that require a registration fee are final. No refunds are given.

Cancellations: WSU alumni participating in the on-campus recruiting program or a partnership program as a candidate who deem it necessary to cancel their on-campus interview or mock interview, must provide a 48 hour notice to the Associate Director (507.457.5878, Winona Campus) or Student Success Career Advisor (507.280.5079, Rochester Campus) preferably in person, or via phone or email.

No Shows: Candidates who do not show up for their scheduled interview will be required to send an email of explanation/apology to the employer; carbon-copied to the Associate Director for Career Services within 48 hours of the scheduled interview. Failure to do so will result in the

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suspension of on-campus interview privileges and deactivation of the candidates Warrior Jobs user account.

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Academic Records: Applicants who seek to collect academic records for their employment applications should contact the [Warrior Hub](#).

I. Purpose:

To offer an array of online and in-person career development tools and services and remove financial barriers for WSU students and alumni. To provide free, convenient “safe space” when meeting with employers. To teach accountability and best practices when engaging with employers.

II. Definitions:

Career services: services focused on career exploration, career development, and job search success offered through the Warrior Success Center, often in partnership with other entities (academic departments, employers, community members, alumni) and include: the WSU On-campus Recruiting program, WSU Partnership Programs, one-on-one appointments with career staff, career assessments, user accounts with various online career tools (i.e. Focus 2, Goinglobal, Interview Stream), access to resources on the WSU Career Services website and in the WSC library, and access to all career services social media (i.e. Facebook and LinkedIn group: WSU Career Connections).

WSU On-campus Recruiting program: Recruiting events and services offered on the WSU campus, including on-campus fairs, on-campus interviews, user account in Warrior Jobs, Meet & Greet session with employers.

WSU Partnership Programs: Campus events engaging WSU students with employers to offer job search skill development and practice of professionalism; including Employer Q&A Days, Warrior-Employer Community Impact program, networking and mock interview events.

III. Procedures:

Current Student Services Eligibility Procedure 1 – Notification of post-graduation access

IV. Responsibility:

The Associate Director for Career Services or his/her designee assumes the leadership role for the WSU Career Services Eligibility Policy.

V. Attachments:

Winona State University’s Student Code of Conduct

<http://www.winona.edu/sld/studentconductcode.asp>

Warrior Jobs Candidate User Agreement (located in Warrior Jobs)

Procedure 1 – Notification of post-graduation access

Task: Send Email to Graduates

Responsible Party: Technology Manager (primary), Office Manager (secondary)

- Send email (template) via Warrior Jobs to all recent graduates the week of graduation, notifying graduates about the steps they need to take to keep their Warrior Jobs user account active.

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Warrior Jobs Student User Agreement

By selecting “Yes”, I acknowledge that I have read Winona State University’s Student Code of Conduct located on the WSU website and understand that it applies to my use of Warrior Jobs.

I agree to be respectful and professional in my interactions with employers and career staff.

I agree to notify Career Services 48 hours in advance if I am unable to show for my scheduled employer interviews as stated in the Career Services Candidate Eligibility and Access Policy on the Career Services website.

I understand that all registration fees I pay for events and fairs are final, that no refund will be given if I should choose to cancel my registration.

I understand that my profile information and uploaded resume are confidential and can only be viewed if I check the box “Allow Employer Viewing”.

Note: Contact the Warrior Hub for any academic records needed for your employment applications.

I understand that Winona State University reserves the right to refuse my access to the Warrior Jobs system due to any of the following; failing to adhere to these policies and principals; violating any local, state or federal laws; or any other behavior or conduct which, in the discretion of the WSU Career Services, warrants denial of service or access.

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