

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 Handshake 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

suspension of on-campus interview privileges and deactivation of the candidates Handshake 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](#).

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: WSU on-campus recruiting, WSU partnership programs, one-on-one appointments with career staff, career assessments, user accounts with various online career tools (i.e. Focus 2, 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).

WSU on-campus recruiting: Recruiting events and services hosted by WSU Career Services on the WSU campuses, including on-campus fairs, on-campus interviews, user account in Handshake, information tables and *Meet & Greet* sessions with employers.

WSU partnership programs: Campus events hosted by Career Services to engage WSU students with employers in order to offer job search skill development and practice of professionalism; including networking and mock interview events.

III. Procedures:

None

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>