

## **Student Agreement**

### **Mendoza Graduate Career Development**

*Please review the following policies carefully and indicate your agreement by signing below.*

1. I fully “own” my career success and will take responsibility for making choices and taking actions that will help move me forward.
2. I will meet with my career coach at least once per Mod until I achieve an accepted offer or designate myself as “non-seeking”.
3. I will provide only truthful and accurate information to the Mendoza Graduate Career Development team (“MGCD”) and to any potential employer, to include any and all content on my resume. If I am asked for writing samples, I will provide wholly original work or will clearly identify the contribution of any other person.
4. I will maintain a current and accurate personal profile, as well as a default resume in the approved Mendoza MBA template, in DOME at all times. I understand that if my default resume is not in compliance with the Mendoza MBA template, it will not be included in resume books sent to employers.
5. I give MGCD and the University of Notre Dame du Lac (“University”) permission to release to other students, prospective students, alumni, prospective employers, recruiters, alumni clubs, university organizations or referral sources of any kind and to publish in print and online certain personal information about me. The information that I am hereby granting the MGCD and the University permission to release and publish is the following:
  - My name
  - My contact information
  - My student classification (for example, Second Year MBA)
  - My status as a graduate of the University (if applicable)
  - My year of graduation from the University (if applicable)
  - My concentration and/or area of study
  - My resume
  - My cover letter
  - My photograph
  - Any materials I submit through DOME or other means
  - Any awards, scholarships or fellowships I have been awarded
  - My work authorization status
  - Organizations where I have accepted a full time offer of employment and/or summer internship

I understand the University’s release and/or publication of such information shall be for the purpose of connecting me with employment opportunities, assisting other MBA students, publicizing the program, or recruiting students.

The permission I am granting herein shall be valid on a continuing basis unless, and until, I specifically revoke this permission in a letter delivered to 528 Duncan Student Center, University of Notre Dame, Notre Dame, Indiana 46556. I agree that the permission and consents I am giving above shall not be limited by, affected by, or otherwise subject to any direction or notice I have given or will give in the future to the University pursuant to the Family Educational Rights and Privacy Act (“FERPA”) restricting its ability to designate information about myself as directory information under FERPA or restricting its ability to disclose directory information about myself as such information is designated by the University under FERPA.

6. I will be respectful of the program at all times and participate in all activities that MGCD designates as “mandatory,” and honor any commitments I make to attend presentations, company-sponsored events, workshops, scheduled meetings, training sessions, or other recruiting events.
7. I will keep all appointments (including interviews) with employers, or provide at least three business days' notice if I need to cancel or reschedule. If I do not provide such notice in canceling an interview, I will promptly write an apology to the employer, with a copy going to MGCD. If reported as a “No Show” by an employer, I understand

that my DOME account will be immediately deactivated until I meet with the GBCD Director, to resolve the situation.

8. I will notify MGCD within one week of any call-back interviews I am offered, employment offers, and acceptance/rejection of any offers, regardless of whether the MGCD was involved in the application or interview.
9. If I accept an offer, I will do so in good faith with full intention of honoring my commitment. Reneging on an offer is a serious violation of the University's community standards around conducting an ethical search that will invoke the following consequences:
  - The offending student will be required to promptly meet with the Mendoza Graduate Career Development Director to discuss the situation and take appropriate corrective action
  - The offending student will be required to send a formal letter of apology to the company that will need to be approved by the MGCD Director
  - The offending student may no longer be able to work with the MGCD team and/or utilize its resources
  - The offending student may be referred to the Associate Dean by the MGCD Director for additional conversation
  - Depending on the severity of the situation, the Associate Dean and/or Dean may choose to apply additional penalties, up to and including loss of alumni career services support for life
10. After accepting an offer, I will immediately notify MGCD and any employers who consider me an active candidate, and completely withdraw from the recruiting process (to include withdrawing any documents submitted via DOME).
11. I understand that the MGCD publishes lists of employers with personally identifiable information removed, and I agree that my future employer(s) can appear on these lists.
12. I will provide the MGCD with any and all employment-related information that it collects on behalf of the students in Mendoza Graduate Programs for rankings and/or University initiatives.
13. If an alumnus or recruiter shares a concern or complaint with me directly or through MGCD staff regarding my networking, application, and/or interview interactions, I will be responsive to such feedback and will discuss with MGCD how to appropriately resolve the concern and ensure that it does not become a continuing pattern.

*I understand that if I do not follow these policies, I may lose access to MGCD services and resources and may face further academic discipline from the University of Notre Dame Mendoza College of Business.*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ CLASS OF \_\_\_\_\_

STUDENT IDENTIFICATION NUMBER (NDID): \_\_\_\_\_

## **Coach Agreement**

### **Mendoza Graduate Career Development**

Your career coach will:

1. Be committed to you, your career, and your best interests.
2. Support you in clarifying your goals, collaborate in strategizing the best methods to approach managing your career and the job search process, advise you in crafting personal branding materials (e.g., resume, cover letters), and help you find ways to manage your job search in the midst of competing priorities and challenges.
3. Show you how to leverage strategic resources to help you learn about career options for MBA students, develop a plan of attack for your career search, and execute your career search.
4. Be prepared to start all meetings on time and tailor any coaching to your individual situation.
5. Communicate clearly with you during coaching meetings. It is extremely important that both the coach and the student fully understand what is being discussed, and that they align on next steps before ending a meeting.
6. Follow up in a timely manner after coaching meetings, where applicable.
7. Make requests and/or recommendations related to your job search strategy. It is your option to accept or reject those requests. Your coach will be direct with you and respectful of you when making such requests.
8. Keep any personal and/or sensitive communications confidential.