Your Rights and Responsibilities As a Job Seeker

What you can expect from employers

1. Confidentiality: Employers are expected to maintain the confidentiality of student information. Employers shouldn't disclose information about you to another organization without your prior written consent, unless necessitated by health or safety considerations.

2. Accurate information: Employers are expected to provide accurate information about their organizations and employment opportunities.

3. Freedom from undue pressure: Employers are expected to provide you with a reasonable amount of time to make a decision about accepting an employment offer. Employers also are expected to provide you with a reasonable process for making your decision.

4. Timely communication: Employers are expected to inform you of your status in the hiring process and communicate hiring decisions within the agreed-upon time frame.

5. Testing information: Employers should inform you in advance of any assessments, the purpose of the tests, and their policies regarding disclosure of test results.

What's your part?

1. Provide accurate information about your academic work and records, including courses taken, grades earned, positions held, and duties performed. You can, however, refuse to provide an employer with specific information about any job offers you may have received from others.

2. Be honest. Do not lie or stretch the truth on your resume or applications.

3. Interview genuinely. Interview only with employers you're sincerely interested in working for and whose eligibility requirements you meet.

4. Adhere to schedules. Appear for all interviews, on campus and elsewhere, unless unforeseeable events prevent you from doing so. And, if you can't make the interview because of an unexpected event, notify the employer at the earliest possible moment.

5. Don't keep employers hanging. Communicate your acceptance or refusal of a job offer to employers as promptly as possible so they can notify other candidates that the position is filled or that they are still being considered.

6. Accept a job offer in good faith. When you accept an offer, you should have every intention of honoring that commitment.

7. Withdraw from recruiting when your job search is completed. If you accept an offer or decide that full-time graduate or professional studies are for you, inform employers that are actively considering you for a job that you are no longer seeking employment.

8. Obtain the career information you need to make an informed choice about your future. It's up to you to look into career opportunities and the organizations that offer them and to acquire any other relevant information that might influence your decision about an employer.

Courtesy of: National Association of Colleges and Employers Principles for Professional Practice Committee
CSC Mission Statement
The Career Services Center of Shelton State Community College is a center whose primary mission is to give all students and alumni the opportunity and guidance to explore and choose their career paths and to prepare them for the workforce through training and well developed job search skills.

CSC Vision Statement
Career Services strives to enhance career relationships between Shelton State Community College, the academic community, the business community, and the community at large through dedication to learning and a commitment to excellence.

Get Started On Your Career Path Today

Career Humor

My desire to be well-informed is currently at odds with my desire to remain sane.