



## Student Agreement Form UNIVERSITY CAREER SERVICES/UNIVERSITY OF VIRGINIA

In order to be registered and eligible to participate in the On-Grounds Interviewing program, and to be **activated** in CAVLink, you **must read and initial each** of the paragraphs below, then **sign** and date the bottom of this form to accept the terms of this Agreement. If you have any questions or concerns about this Agreement, please seek the advice of a career counselor immediately.

### **Initials**

\_\_\_\_\_ To participate in the On-Grounds Interviewing program, I agree to abide by the following:

- provide accurate and honest information about my education, experience, and qualifications on my application materials on my Honor as a University student.
- interview on-Grounds with employers that I have *researched* and in which I am *interested*
- claim only fair and reasonable reimbursement from employers for off-Grounds interview expenses
- accept an offer (**for employment or internship**) in good faith, with the full intention of honoring my commitment
- *withdraw* from the On-Grounds Interviewing process immediately upon accepting a job offer
- notify employers (if I still have outstanding offers or interviews) and contact University Career Services (UCS) within one business day when I accept a job offer

\_\_\_\_\_ I hereby authorize UCS to distribute my résumé and registration information to any prospective employer, search firm, or placement agency.

\_\_\_\_\_ If an employer reports me as a “no show” for a scheduled on-Grounds interview, I understand that I will be immediately deactivated in CAVLink and, as a result, will be unable to sign up for any new/additional interviews.

\_\_\_\_\_ If I am reported as a “no show” and deactivated in CAVLink, I understand that I am obligated to honor all of the interviews that I still have scheduled with other employers.

\_\_\_\_\_ In order to be reinstated to the On-Grounds Interviewing program, I must:

1. Send an e-mail apology to the employer and send a copy to the UCS Recruiting Coordinator **immediately**
2. Schedule an appointment with the appropriate UCS staff member to request my reinstatement
3. Send a copy of my apology e-mail to the appropriate UCS staff member and bring a hard copy to the appointment.
4. Understand that UCS reserves the right to suspend my On-Grounds Interviewing eligibility on a permanent basis for repeat offenses, renegeing on offers, or misrepresentation on application materials

\_\_\_\_\_ I agree to adhere to these guidelines recognizing that, in doing so, I can positively influence current and future job opportunities for fellow students and the reputation of the University of Virginia in the eyes of employing organizations.

Your signature verifies that you understand the above, and further, that you have read and will abide by the terms of this Agreement and the On-Grounds Interviewing policies outlined in the On-Grounds Interviewing Handout. Additionally, your signature permits UCS and CAVLink to release information about you (including your resume and details included in your student profile) to employers.

NAME (print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_

DATE \_\_\_\_\_

SCHOOL E-MAIL \_\_\_\_\_@virginia.edu