

## Employment Engagement Agreement

The Student Success Team requires students utilizing the DOL Employment Engagement Process to conduct themselves in an ethical manner at all times. Thus, all students planning to use DOL Grant Employment Engagement Services must sign an agreement outlining the expectations of an ethical job search.

### **Policies and Procedures for an Ethical Job Search**

1. Honor all scheduled appointments with The Student Success Team by being on time and prepared. Students more than 10 minutes late for an appointment, who have not called ahead, will be asked to reschedule
2. Apply for positions only when genuinely interested
3. Meet all application deadlines
4. Provide accurate information on resumes and in answers to interview questions
5. Research the industry, the company, and the position prior to your interview
6. Dress and conduct yourself in a professional manner
7. Review your internet and social media presence and make sure it is appropriate
8. Honor all interview commitments by being on time, prepared, and professional in appearance and actions. **Students not honoring an interviewing commitment nor appropriately notifying the potential employer and The Student Success Team will no longer be eligible for the DOL Grant Employment Engagement Services.**
9. Cancel interviews at least 48 hours in advance, when necessary
10. If you find yourself in an emergency situation which could affect your job search, contact The Student Success Team for advice as soon as possible.

This agreement is in place to protect and continue the strong reputation Moraine Valley Community College has with area employers. Students who cannot maintain these standards will no longer be eligible for DOL Grant Employment Engagement Services. Please read through all Employment Engagement materials carefully. The Student Success Team would like to thank you for agreeing to honor these policies for an ethical job search and looks forward to assisting you as you enter your new career.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

9/13 Rev.2

Student Success Team  
(708) 608-4241 or DOLStudentSuccess@MoraineValley.edu

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Community College**  
Changing Lives for a Changing World  
9000 W. College Parkway, Palos Hills, IL 60465-2478

