THE LeMoyne-Owen COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT:	Effective Date:	Policy Number:
Career Services:	July 1, 2011	04-3-001
Job/Internship Campus-Wide Student Referrals	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Director, Career Services	

I. Purpose and statement of operational policy underlying the procedure.

It is a policy of LeMoyne-Owen College that when a student is recommended for a job or internship by a faculty or staff member, he or she has to refer the student to Career Services first. This also applies to other departments receiving job/internship postings. The postings should either be forwarded to Career Services or the student should register first with Career Services and then be referred by the original party. This universal process will centralize placement information, tracking and training.

II. Applicability/Scope

Whole campus

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty/Staff Member	Receives a job, internship or research project/description directly; identifies candidates from their class or office; refers the student to register in Career Services and forwards job, internship or research description to Career Services.	As Received
Student	Completes registration process if he or she is not registered in Career Services. Informs Career Services if he or she is registered.	As Requested
Job Developer	Contacts the organization and refers the student for opportunity. Also, continues with the whole referral process of inputting information in system and student's file.	As Received
Student	Informs Career Services if he or she receives a job or opportunity on their own.	
Faculty/Staff Member	Informs Career Services if they know of other student/alumni placements.	

IV. Related policies/References for more information

Authorizing Official: Jim Dugger Authorization Date: 10/6/11

Title: Vice President/Chief Financial Officer