



<b>SUBJECT:</b>  <b>Career Services:</b>  <b>Registration to Career Services</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  04-3-003
	<b>Supersedes:</b>  Policy:  Date:	<b>Page</b> 1 <b>Of</b> 2
	<b>Responsible Authority:</b> Director, Career Services	

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

It is the policy of LeMoyné-Owen College that students and alumni are required to register with Career Services and complete an orientation/mock interview/career counseling session before using placement services. In order to register, students/alumni must fill out an application and goal setting form/assessment test, and submit an electronic copy of their resume, transcript, student ID/driver's license and class schedule. After completion of registration/orientation, they can fully utilize the services such as career counseling and career resource library, apply for jobs/internships/graduate school opportunities, and participate in workshops, interviews and other career related activities.

**II. Applicability/Scope**

All students/alumni who wish to use the services.

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student/Alum	Either calls for an appointment, visits office to start a file by filling out registration packet or goes on-line to fill out registration packet.	When Needed
Administrative Assistant	Has students sign-in visitors log, starts a file on them, collects required documents and schedules them an orientation/ mock interview with the Job Developer either on Tuesdays and Wednesdays at 10:00 a.m. or 3:00 p.m.	As Scheduled
Job Developer	Conducts an orientation of the services and office and an evaluated and videotaped mock interview. He or she provides career counseling and reviews for approval the student's/alum's resume and application packet. The Job Developer and applicant critique the videotaped mock interview.	
Student/Alum	Makes the suggested changes on his or her resume, e-mails it back to the Job Developer and completes all of the required paperwork.	
Job Developer	Signs off on completed and evaluated file and keys in the applicant's e-mail address in the system.	
Administrative Assistant	Inputs all of the student information in the system.	
Student/Alum	Can fully use all of the services. Once the student/alum has signed up for an interview or referral, he or she is responsible for contacting Career Services about the status of their application.	

### IV. Related policies/References for more information

[www.loc.edu](http://www.loc.edu). Click on Career Services Link to Register

Authorizing Official: <u>Jim Dugger</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	