The Career Development Center (CDC) provides a wide variety of services for SUNY Plattsburgh students and alumni (‘user’). Users of the CDC are expected to abide by the guidelines set forth in the "Playing Fair-Your Rights and Responsibilities as a Job Seeker (NACE)". A copy of those guidelines may be accessed at http://www.naceweb.org/playing_fair/. In using the CDC’s resources the user agrees to the following:

1. Individual Career Counseling appointments: Call to Cancel

   - Arrive on time for a scheduled appointment. During CDC walk-in hours, be advised that a CDC staff member may not be immediately available, but we will readily make a personalized appointment for you to occur at another time.
   - Missed appointments reflect poorly on you and prohibit others from the using the time you reserved. If you are unable to honor your appointment, you must call the CDC 518-564-2071 to notify us of your cancellation. *We prefer at least 30 minutes’ notice prior to cancellation*. Email is not an acceptable method of cancelling a counseling appointment.
   - Arriving 15 minutes late or more is considered a missed appointment. The consequences for two missed appointments may include:
     - Refusal of service for the remainder of the semester and/or academic year.
     - Blocked access to CardinalConnect for the remainder of the semester and/or academic year.
     - Disallowed participation at workshops or career events for the semester and/or academic year.

2. Interview Cancellation and No-Show Policy: Call to Cancel

The following refers to individual and group interviews, arranged via CardinalConnect or through in-person arrangements through CDC-sanctioned on-campus recruiting events. **You are expected to honor your interview obligations.** To do otherwise reflects poorly on you, your peers, the CDC and SUNY Plattsburgh.

   - You may cancel an interview, for non-emergency reasons, without penalty 48 hours (two calendar days) prior and you must notify the CDC of your cancellation by phone call. Reasons to cancel should align with the On-Campus-Recruiting User Code of Conduct (see below). If, due to an emergency, you must cancel the interview, call the Career Development Center 518-564-2071; emails for emergency cancellations are not acceptable. If you are unable to contact us within 48 hours, please call us to ask for special consideration.

If you fail to notify the CDC of your cancellation, emergency or not, this is considered a ‘No-Show’.

   - In the event you fail to attend a scheduled interview and do not cancel per this policy ("no-show"), your CardinalConnect account may be immediately suspended. In addition, you may not be able to register for any future events.
Student and Alumni Client use agreement

In the event your CardinalConnect account is suspended as a result of a "no-show" you may petition the CDC to have your account reactivated by completing the following steps within five business days of the date of the missed interview:

1. Write a letter of apology to the employer;
2. Present documentation to support the reason for the no-show (e.g., doctor’s note, obituary notice, vehicle tow record);
3. Complete an appointment with the Employer Relations Specialist or the CDC Director to discuss your appeal and deliver the supporting documentation (items 1 & 2 above)

A decision on a petition to reactivate your account will be made within 72 hours of completing your appeal appointment. In the event your account is suspended for a no-show and/or your petition to reactivate is pending, you must continue to attend any and all previously scheduled interviews. In the event you fail to complete the items listed above in the allotted time (five business days), or if, after being reinstated, you no-show a second time, the CDC will suspend access to CardinalConnect, on-campus interviewing and CDC events and services for the remainder of the semester and/or academic year.

3. On-Campus Recruiting User Code of Conduct
In participating in On-Campus Recruiting opportunities, I agree:

- To provide accurate and honest information about my education and experience. I understand that failure to do so may be seen as a violation of the Academic Honor Code section of SUNY Plattsburgh Academic Policies and Standards. This violation may result in sanctions by the College Judicial System.
- To accept employment interviews for opportunities in which I have genuine interest.
- To accept an offer (for employment or internship) in good faith, with the full intention of honoring my commitment.
- To withdraw from the on-campus interviewing process “immediately” upon accepting a job or internship offer, inasmuch as reasonable.
- To inform other employers and the CDC staff when I accept a job or internship offer.

4. Employment offers and due diligence:
The CDC makes no representations, recommendations or guarantees regarding the accuracy, integrity or reliability, or otherwise, of any employer, posted job listing, or employment data transmitted through CardinalConnect or any other method through the CDC. The CDC urges you, the user, to exercise caution and common sense when utilizing CardinalConnect or other job postings and when applying for any position posted on the job listings. The user (you) have the burden of using due diligence when considering any job/internship posting and/or offer.

The CDC nor SUNY Plattsburgh shall not be responsible to anyone who posts or accesses information or otherwise uses CardinalConnect or any CDC services for any direct or indirect harm, damage or loss incurred in connection with such use, regardless of the nature of the alleged harm, damage or loss or corresponding demand, claim or cause of action. Without limiting the foregoing, the University expressly disclaims any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation. By using the CDC and its services as a user, you agree to defend, indemnify and hold harmless the CDC, SUNY Plattsburgh and its employees and agents with respect to any claims made against the CDC and SUNY Plattsburgh in connection with your use of the service.

Questions about this User policy should be addressed to the CDC Director, Dr. Julia Overton-Healy, at Julia.Overton-Healy@Plattsburgh.edu.