

## Career Management Center (CMC)

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## IIT-NACElink Registration Agreement

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The IIT Career Management Center (CMC) seeks to provide IIT students and alumni with the resources necessary to implement a successful employment search. In exchange for access to the IIT-NACElink site, I,

\_\_\_\_\_ agree to abide by the following:

**(Print Your Name Here)**

1. I will maintain my information in the system, which will include an updated resume and contact information.
2. I will present honestly and accurately all my abilities, activities, qualifications, interests, work authorization status, resume credentials, academic work and records, including courses taken, grades, positions held, and duties performed.
3. If applicable, as a candidate for a co-op or internship opportunity, I will review and sign the IIT-CMC Student Agreement Form in addition to the IIT-NACElink Registration Agreement.
4. I will interview only with employers for whom I am interested in working and whose eligibility requirements I meet.
5. I will keep all interview appointments scheduled, or obtained, through the CMC and follow the CMC's policies and procedures for on-campus interviewing, if applicable. If I need to cancel, I will cancel at least 24 hours in advance of the interview. I understand that missing a scheduled interview, or failing to cancel an interview within 24 hours, will result in the loss of my NACElink privileges for six (6) months and that I will be expected to send a formal apology to both the recruiter and the CMC Director for not showing up for the interview.
6. I will notify employers of my acceptance or rejection of offers by the time mutually agreed upon by both parties.
7. I will honor an accepted offer and discontinue interviewing upon providing verbal or written acceptance. I understand that renegeing is unprofessional and may be cause for suspension or revoking of access to the NACElink system, as well as dismissal from the Co-op and Internship Programs, if applicable.
8. If applicable, once I accept a co-op or internship offer with a company, I will submit the necessary paperwork needed to approve the co-op or internship before the published deadline date.
9. I (graduating students only) will report my future plans as soon as they become final (accepting employment, attending graduate school or entering military service), by completing the CMC's online Graduate Survey.

**Consequences for non-compliance can include having your IIT-NACElink privileges suspended or revoked.**

*Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, I hereby authorize Illinois Institute of Technology's Career Management Center to release information contained in my educational records to prospective employers for the purpose of providing assistance with my search for employment.*

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Student Name (printed)

(IIT CWID)

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Signature

Date