THE CAREER CENTER AT LOYOLA UNIVERSITY MARYLAND
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REGISTRATION RELEASE STATEMENT

I hereby give permission for Loyola University Maryland and its employees and representatives to release my resume and registration data that I provide on the Experience, Inc. (HireLOYOLA) Resume Database System to employers participating in this system for the purpose of securing full-time, part-time and internship opportunities.

I am solely responsible for the accuracy and contents of my resume and student profile information. The information I have submitted (including future submissions) to The Career Center at Loyola University Maryland via HireLOYOLA is a truthful and accurate representation of my accomplishments, employment and academic record to the best of my knowledge.

I understand Loyola University Maryland cannot protect me against potential misuse of the information or invasion of my privacy, given the planned broad dissemination of student and alumni resume information, or guarantee my present or future employment. I release Loyola University Maryland and its employees and representatives from liability in connection with my participation in the Experience, Inc. system.

It is my understanding that my resume will be removed from the HireLOYOLA resume books at the conclusion of every academic year. I also understand that it is my responsibility to re-upload an updated resume into the system annually.

If I choose to interview on campus, I agree to follow the On-Campus Recruitment Program guidelines on the following page.

Due to the volume of jobs received by The Career Center, we are unable to research the integrity of each organization or person that lists a job with us. Therefore, you are urged to undertake this responsibility for yourself. Use caution and common sense when applying to any position with any organization or residence. If you have any questions, please contact The Career Center.

On-Campus Recruitment Program – Participation Guidelines

1. Participants activate their account and update their profile on HireLOYOLA.

2. It is expected that participants meet all company requirements (i.e. abide by company stipulated GPA cut-offs and major requirements) before signing up for an interview. Interviews are open to all Loyola University undergraduate and graduate students who meet the requirements set forth by the employing organization. Alumni/ae are able to participate in the On-Campus Recruitment Program. However, priority is given to current students.

3. All participants must attend the *Effective Resumes and Employment Correspondence*, *Interviewing for Success Part I*, and *Interviewing for Success Part II* workshops **before** the date of their first on-campus interview appointment.

4. An **Open** interview schedule indicates that any student that meets the requirements listed by the employer is invited to select an interview time.
   A **Pre-Select** interview schedule indicates that the employer would like to review the resumes and select the candidates that they would like to interview on campus. Once the employer selects the candidates and notifies The Career Center the interview time slots will be released.

5. Sign-ups are on a first-come, first-served basis. **Students can sign up on HireLOYOLA on designated sign-up days.** Be sure to confirm your time by looking at the interview schedule before you exit the system. **BE CAREFUL** - use the "edit" feature to change your time, once you use the "cancel" key you will be blocked out of that schedule.

6. Once a participant schedules an interview with a company, he/she is automatically obligated to attend that appointment. In the event that participants are unable to keep an on-campus interview appointment, **that individual must notify The Career Center at least 2 class days in advance. One (1) no-show** constitutes **suspension** from the recruitment program. Students can only cancel interview appointments in person or by phone, **not** through other students.

7. Additions and/or corrections will be posted on HireLOYOLA and the bulletin board inside The Career Center. **You are responsible for keeping up-to-date with these announcements.**

8. All employers participating in the On-Campus Recruitment Program are expected to comply with equal opportunity employment laws.

9. Snow Policy: When classes are cancelled for the entire day, on-campus interviews are also cancelled for that day and all attempts will be made to reschedule. If classes are delayed due to bad weather, contact The Career Center for information regarding interview appointments.

THE CAREER CENTER RESERVES THE RIGHT TO REPLACE ANY STUDENT ON A COMPANY SCHEDULE IF THAT STUDENT DOES NOT FOLLOW THE ABOVE ON-CAMPUS RECRUITMENT PROGRAM PARTICIPATION GUIDELINES.