

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3:020	Supersedes Policy Number: 3:020
Date: May 25, 2000	Dated: August 6, 1992
Subject: Career Service Population	
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference:
Approved: President: Signature on File	

The APSU Career Services offers a wide variety of services and programs to help students successfully achieve their career and employment objectives. Programs include workshops on career planning; resume writing and interviewing; the Annual Career Fair; Nursing/Allied Health Career Day; Nashville Area Teachers Recruitment Week; Nashville Area College to Career Fair, a Comprehensive Web Site; and Placement orientation seminars. Services include a career resource library, directory of current area jobs available, listing of full and part-time off-campus job opportunities, and on-campus interviews with employment recruiters. Seniors, graduates and alumni actively pursuing professional positions are encouraged to register with Career Services and to complete a credentials packet.

The Career Services Office will provide its programs and services to the following target populations:

1. Enrolled students at APSU.
2. Graduates of APSU for two (2) years following graduation.
3. Alumni.
4. Non-APSU graduates may have access to general employment information, but the credentials packet service will not be available.

Since there is considerable expense involved in developing employer contacts, setting up interviews, offering programs, and copying and mailing of copies of the credentials packets to prospective employers, the following regulations are applicable:

1. There will be no limit to the number of individual resumes sent in a group mailing when an employer makes an employment need request (Group Mailing of Resumes).
2. Requests for complete credential packets to be mailed to individual companies for specific positions should contain an individual cover letter

typed by the graduate to include with the packet; Career Services will then mail the entire packet at no charge (Individual Credential Packet Mailing).

3. Requests for copies of resumes to be sent to a larger number of companies on a random scale will be discouraged; seniors and graduates will be counseled on appropriate search strategies to locate those companies which actively maintain current job applicant files. Such "shot gun" requests from graduates will be reviewed on an individual basis by the Director of Career Services.
4. Education/certification majors and graduates are encouraged to complete school system applications and complete their credentials files as soon as possible; these applications and credentials will then be sent in a packet from Career Services in an expedient manner. Graduates will be encouraged to mail credentials to those school systems where the applicant has a special interest in employment (Educational Packet Mailing).

All APSU alumni have access to the various employment references of Career Services.

1. At the end of the second year from graduation, recent graduates will be surveyed by mail to ascertain if they want to be placed in the "Actively Job Searching Alumni" file; if they respond positively, they will be notified that a service charge of one dollar (\$1) will be required to cover the cost of copying and mailing a complete credentials packet by Career Services.
2. Alumni resumes will be included in group mailings of resumes per employer requests at no charge.

For part-time, off-campus job referral services, the following regulations will be applicable:

1. In order for a student to receive an official APSU part-time job referral card to present to an employer for an interview, the student must be officially enrolled at the University (student will be required to show current ID).
2. Students who are about to enroll or who have attended the University previously may have access to the job information in the various directories but will not receive referral cards.
3. No more than two job referral cards will be issued to students per class day.
4. In the interest of community public relations, non-APSU students/visitors may view the job directories but will not be issued APSU referral cards.