

Please allow one business day, following receipt of this form and payment, for ECS to create your account. We will notify you via e-mail when your account has been activated. To complete the registration steps:

- Go to the ECS web site at <http://career.eng.ohio-state.edu> for complete registration instructions, ECS resume templates, procedures, job search tips, and the link to your job search account.
- At the login screen, enter your User ID and Password

Username:	Unique OSU E-mail
Password:	E-mailed to you when your account is established
- Proofread all information you enter and make sure all information corresponds with your resume. Remember to save!

Rights & Privacy Act

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, I hereby authorize The Ohio State University Engineering Career Services to release the registration/resume information provided by me, as well as other official and unofficial OSU information regarding academic progress and status, to any and all prospective employers for the purpose of providing such employers with information concerning my employability. Engineering Career Services takes reasonable and appropriate measures to ensure that the personal information we collect is stored in secure operating environments that are not available to the public. Although we gather user demographics and information to compile statistics or analyze services, this does not personally identify you, nor will it be made available to third parties unrelated to the express purpose of the ECS online job search system, unless required by law. However, since the Internet is an open system, there is no absolute guarantee the personal information you have entered will not be intercepted by others. Although this possibility is remote, it does exist.

Signature

Date

199 Hitchcock Hall ■ 2050 Neil Avenue ■ Columbus, Ohio 43210 ■ Phone 614/292-6651 ■ Fax 614/292-4794 ■ <http://career.eng.ohio.state.edu>

Please read the additional information on the reverse

Professional Code of Conduct

All registrants of Engineering Career Services (ECS) are expected to follow these policies:

- **I understand that my job search is my responsibility** and that the role of ECS is to offer support by providing career guidance and by providing additional links to employers to enhance my opportunities.
- **I will present my abilities, qualifications, interests, and availability honestly.** I understand that any deliberate misrepresentation of this information is illegal and will disqualify me from ECS services. I understand that any special accommodations needed to perform a job must be made known to the ECS Director and employer prior to job acceptance.
- **Interviews should be scheduled only if there is a genuine interest in a position. Interview cancellations must be made by contacting ECS at least two business days prior to the scheduled interview.** Missed interviews result in lost opportunities for other students, and they reflect poorly on OSU. Two unexcused interview absences will result in ineligibility for on-campus interviewing for up to two quarters. A third unexcused interview absence will result in termination of services.
- **I will no longer pursue other employment opportunities once I have accepted a position, verbally or in writing.** I understand that reneging is unprofessional and may be cause for dismissal from ECS.
- **I will commit to the terms of employment agreed upon between the employer and me.**
- **I will report all employment to ECS for data-gathering purposes, regardless of the source of the position.**

Engineering Career Services is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. We also expect all employers to comply with U.S. and Ohio Employment laws.

NOTE TO REGISTERED STUDENTS: Please let us know if you require disability-related accommodations for your on-campus interviews.

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS: You are welcome to register with ECS, but please be advised that many of the employers who utilize ECS to hire co-op, intern, or full-time candidates will only hire those with unlimited authorization to work in the U.S. The ECS registration fee is non-refundable.

Your signature on the reverse implies your understanding and agreement to the above statements. Non-compliance with the above policies and procedures may result in ineligibility for continued career services. If you have any questions about how these guidelines affect your job search, please make an appointment to see an ECS staff member for assistance.