

ANTHONY L. FERRARA CAREER SERVICES CENTER POLICY

Student and Graduate Policies, Terms, and Conditions

The Anthony L. Ferrara Career Services Center is dedicated to providing lifelong employment assistance to Dunwoody students/graduates at no cost. We support the Dunwoody vision, mission, and goals of assisting “Graduates who are worth more” to build the foundation for a rewarding and lifelong career.

The Career Services Center is a part of Dunwoody College’s division of Student Affairs and supports its mission to inspire and support students’ academic and social engagement at the College through cultivation of programs and services that demonstrate inclusion, integrity, and innovation grounded in a career-focused framework.

Career Services Center Services

Career Services staff are available to meet with you concerning any and all of your career development needs. Meetings can be held either in person, over the phone, or virtually through Microsoft Teams.

Appointments can be made through our online career management platform, Handshake, or by email careerservices@dunwoody.edu.

- One-on-One Career Advising
- Resume and Cover Letter Review
- Handshake Assistance and other Job Search Help
- Mock Interviews and Feedback
- Negotiating Job Offers
- LinkedIn Profile Review
- Career Fair and Networking Preparation
- Coordination of On-Campus Recruitment

Handshake

Dunwoody College of Technology partners with Handshake, a free web-based portal for publicizing all bona fide full-time, part-time, seasonal, and internship positions and other recruiting activities for small and large businesses, government agencies, and nonprofit organizations to current students and graduates.

Integrity in Representation

Students and alumni will be expected to submit truthful and accurate information on any and all application materials.

Professional Conduct

Students and alumni are expected to behave professionally during all aspects of the job search and throughout the course of their employment.

Students and alumni are expected to accept offers of employment in good faith and to notify employers of acceptance or non-acceptance of the offer; after accepting a position, students and alumni should withdraw their candidacy from all other opportunities.

Reneging on accepting a job can severely damage students’ reputation, not only in the short-term, but also for the duration of your career. Reneging can also have negative implications on Dunwoody College’s

relationship with the employer and can adversely impact future opportunities for other Dunwoody College students.

Career Services is not in support of a renege situation on your part unless under extenuating circumstances. You can avoid a renege situation by carefully planning and managing your job search and by seeking advice from Career Services and trusted professionals in your network.

Eligibility for Career Services Assistance

All currently enrolled Dunwoody College students and graduates are eligible to receive all Career Services assistance at no cost. Career Services assistance is available to students approximately 2 weeks before the beginning of their first semester. Career Services assistance is not available to students who terminate their student status without graduating, students barred or disqualified from student status, graduates who are not in good standing with Student Accounts, or students who have abused the services and are notified the service is no longer available.

Job Searching, Employers, and Fraudulent Job Postings

Dunwoody College does not endorse any employer and makes no guarantees about any position listed through Handshake. Dunwoody College is not responsible for the safety, wages, working conditions, or any other aspect of employment. While the Career Center makes every effort to screen employers and job postings received, it is the responsibility of the job seeker to research the integrity of the firm/organization to which he/she is applying. The student is advised to use caution and common sense when applying for a position with an organization or private party.

Students, please be aware of fraudulent job postings. We do our best in the Career Services Center to delete questionable postings before you ever see them, but we are not always successful. It is also a good practice to google the employer and/or visit the employer website before you provide them with any personal information. If you receive a suspicious email or phone message from an employer, or have suspicious contact with an employer during a phone or in-person interview, it is extremely important for you to use caution and alert the Career Services Center immediately.

How to Identify a Scam or Fraudulent Job Postings

- If you receive an unsolicited email message about a job opening.
- An upfront fee is required for materials or products prior to your work start date.
- The potential employer does not provide a physical address and phone number in the ad.
- The potential employer asks for your social security number, credit card or bank account numbers, or copies of personal documents.
- The potential employer requires you to send payment by wire services or courier and will reimburse you via check by priority mail.
- The potential employer offers a “reward” in exchange for allowing the use of your bank account – often for depositing checks or transferring money.
- You receive an unexpectedly large check in the mail with instructions to deposit the check into your bank account and await further instructions.
- There are multiple spelling and/or grammatical errors in the job announcement.

- The potential employer uses the name of a legitimate employer but spells it slightly different.
- The job opportunity sounds too good to be true.

If you feel uncomfortable about an employer or job opportunity you receive or find on an electronic job board, please notify the Career Services by emailing CareerServices@Dunwoody.edu, calling (612) 381-3322 or stopping by Career Services. We would also like to assure students that all information you provide to Career Services about an issue is considered confidential. Your career advisor may consult with other professional staff members within the division to ensure that you receive the best assistance possible. Information, however, will not be released outside the division without your consent, except when required by law (i.e., reasonable suspicion of child or elder abuse, imminent danger to self or others, etc.).