**KU Career Connections Alumnus Registration**

**USER BENEFITS**

1. **Resume Referrals to Employers**—Your resume can be viewed by employers who seek candidates to fill positions or can be searched by the UCC staff when employers request resumes. KU Career Connections allows a candidate to place a general resume and up to nine targeted resumes in the database for referral to employers.

2. **Participate in On-Campus Interviews**—After completing the Profile section in KU Career Connections and posting a resume in the system, you are eligible to participate in on-campus interviews. Interview opportunities are posted in KU Career Connections and candidates may view schedules and apply for interviews throughout the academic year. Scheduled interviews are held in the University Career Center (110 Burge) as well as at other career services offices on campus.

3. **View Job Posting Specifically for KU Students**—You have access to the list of Job Postings from employers who are specifically targeting KU students. You have access 24 hours a day, seven days a week.

**REGISTRATION STEPS**

1. Visit the University Career Center at 110 Burge Union and ask to register for KU Career Connections, or download the form from the UCC website.

2. Bring or mail your completed form with $40 payment to the University Career Center, 1601 Irving Hill Rd, Room 110, Lawrence, KS 66045, or pay online at www.career.ku.edu. Registration for alumni is good for one year from the date you are entered in the system.

3. Please allow one business day for activation. If you have difficulty logging in after 24 hours, please contact the UCC.

4. You must complete the on-line profile information and upload your resume in the KU Career Connections database to be fully registered. You will be given instructions on how to complete the registration process. If you have questions or difficulty with the system, please contact the UCC for assistance.

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The $40 Alumnus Registration fee is non-refundable.

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**Professional Conduct Policy**

Candidates are expected to accept, or to formally decline, interview opportunities when they request pre-select consideration. In addition, candidates are expected to show up for an interview they have selected under Open schedules. If a candidate fails to show up for a scheduled interview, or fails to respond to an invitation, his/her interview privileges will be suspended. To request reinstatement, a candidate must meet with the Career Networks staff.

Students and alumni registering certify that all information provided to the University Career Center and the Career Connections student database is correct and true. False or misleading information will subject a candidate to immediate suspension from the Career Connections database.

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08/19/2013c
UNIVERSITY CAREER CENTER
ALUMNUS REGISTRATION

(Please clearly PRINT all information)

Name: ____________________________________________________ ______________________
   (Last)                                           (First)                                    (Middle)

Address: ____________________________________________________ ______________________

City, State, Zip: ____________________________________________________

Phones: _____________________ E-Mail Address: ______________________

KU ID: _____________________ Majors: ______________________

Primary Employment Interest: ______________________
   (Internship, Teaching, Marketing, etc.)

Degree (BS,BA,MS, etc.): _____________ Graduation/Certification Date: ______________________

Work Authorization:   __US Citizen   __Permanent Resident   __Student Visa

I hereby authorize the University Career Center of the University of Kansas to release the information on this form, in the
KU Career Connections database, and resumes on the web to employers for the purpose of assisting me in my job search.

I have read and understand the No-Show policy.

The $40 Alumnus Registration fee is non-refundable.

Signature (in pen) ______________________ Date ______________________

OFFICE USE ONLY

Password/Instructions given ______________________ ______________________
   (date)                                           (Initials)

Date Entered into CC ______________________ Payment type Cash  Check  Credit Card

Notes ____________________________________________________ ______________________

Please send this completed form to:

UNIVERSITY CAREER CENTER
University of Kansas
110 Burge Union
1601 Irving Hill Road
Lawrence, KS  66045-7557