

Your Responsibilities as a Job Seeker

As a registrant with the University of Missouri - St. Louis Career Services your account will be active until the second anniversary of your graduation date. You must adhere to the following responsibilities:

Provide accurate information

When completing your profile and uploading your resume in UMSLCareerKey, Career Services expects you to provide accurate and clear information about your work history, academic background, skills and other related information.

Be professional when using UMSLCareerKey

Your interaction with employers in the UMSLCareerKey database is a reflection of the university. Failure to conduct yourself in a professional and appropriate manner could result in inactivating your access to the system.

Interview genuinely

Interview only with employers you are sincerely interested in working for and whose eligibility requirements you meet. "Practice" interviewing is misleading to employers—wasting both their time and money—and prevents sincerely interested candidates from using those interview slots. Our Career Services Coordinators can conduct a practice interview to polish your interviewing skills. Please contact Career Services staff if you are interested in scheduling a "practice" interview.

Adhere to schedules

Appear for all interviews, on-campus and elsewhere, unless unforeseeable events prevent you from doing so. And, if you cannot make the interview because of an unexpected event, notify Career Services at the earliest possible moment. NO SHOWS are UNEXCEPTABLE and may result in loss of on-campus interviewing privileges.

Don't keep employers hanging

Communicate your acceptance or refusal of a job offer to employers as promptly as possible so they can notify other candidates that they are still considering. It is okay to ask for some time to review the job offer.....just ask the employer for that time.

Accept a job offer in good faith

When you accept an offer, you should have every intention on honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

Withdraw from recruiting when your job search is complete

If you accept an offer or decide that full-time graduate or professional studies are for you, notify Career Services immediately. And, inform employers that you are actively considering you for a job of this decision

Obtain the career information you need to make an informed choice about your future

It is up to you to look into internship and career opportunities, as well as acquire any other relevant information that might influence your decision about an employer. Career Services serves as a resource for students and graduates and does not guarantee "placement."

Career Services, University of Missouri-St. Louis

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Your Key to Success!