



EMPLOYMENT MANAGEMENT SERVICES

at Colorado Christian University

EMPLOYER SATISFACTION AGREEMENT

- 1) I agree to use a professional voice mail and a professional email for all correspondence with EMS and/or potential employers.
- 2) I understand that once EMS has sent the resume to an employer I am committing to interview and accept a job offer and will not pull out my application or deny a job offer except for the following:
 - A death in the family that requires time away for bereavement
 - Moving states or transferring universities
 - I have accepted employment elsewhere (once you accept an EMS position, you cannot quit in order to accept an outside EMS position, this includes CCU on-campus positions)
 - My school schedule changes not because of my own doing but because of university requirements such that I am unable to fulfill the employment requirements
 - Family or financial situations that require alternate routes of employment
 - EMS is working with me with multiple jobs and there are multiple job offers (Sometimes occurs with Seniors)
 - **If I need to pull my application for one of the reasons stated above, I will not pull my application from an employment process before first discussing in person the situation with Sharon Kitzmiller**
- 3) I will follow through with my availability commitments that I have made to an employer until the completion of the position or until EMS determines that I am able to progress into a more challenging opportunity. I will know prior to employment the required time commitment and thus will formally agree to the commitment prior to placement.
- 4) I have discussed my commitment to EMS and any potential employers with my parents and/or authoritative figures such that they know it is a top priority, and items such as spontaneous family vacations or activities will have to be scheduled around my work commitments or occur in my absence.
- 5) I will return correspondence with EMS staff and/or potential employers within **24 hours** of them contacting me.
- 6) If I am pursuing more than one employment opportunity and I accept an offer from another company, I will call all other leads to inform them that I have accepted another opportunity.
- 7) If I am currently an EMS employment position and start to pursue an opportunity outside of EMS and am offered that position, I will complete my commitment to my EMS position in its entirety in addition to, or before I start my new position.
 - a. I will notify Sharon Kitzmiller of my pursuit of and my acceptance of the new position at which point she will determine the best route to exit the EMS employer.
- 8) When an employer is trying to schedule an interview with me or a time to connect, I will forsake all non-class and/or non-professional (i.e. snowboarding, camping trips, CCU "Fun activities" etc.) related items to make the meeting arrangement convenient for the employers. (Sports practices and games are "professional commitments"). **Please note, you may be asked to miss class for an interview, this is now an excused absence campus wide.**
- 9) If I am caught cheating on an exam, assignment, paper or any graded academic assignment, I understand that this may result in a probationary period or removal from EMS employment.
- 10) If you are fired from your EMS placement, you will not be eligible for another placement.
- 11) I understand that if I do not have the work experience, academic grades, professional acumen, or any other criteria for a position, EMS withholds the right to refuse to send me to certain employers until I have developed all the qualities the employer requires.
- 12) I authorize the Employment Management Services at Colorado Christian University to provide prospective employers with the information that is contained in my application file.
- 13) I understand that breaching any or all of the above commitments may remove me from EMS eligibility for any future employment placements.

Please sign and email to ems@ccu.edu

Student Signature _____ **Print Name** _____ **Date:** _____