



Policy Title: Career Services Policy

Policy Number: CAR.101

Policy Owner: Dean of Student Affairs

Responsible Office: Career Office

Revision Date: 9/5/2017

1. Purpose and Scope

This policy is in place for students and alumni to find careers following their academic experience at North American University, and the University holds itself accountable to provide the resources and services to help students be as successful as possible in the careers. Job placement is very important for students, and it is the duty of the Career Office, in collaboration with staff and faculty, to help students reach their career goals.

2. Policy

The career services policy is in place to provide career education and resources for students and alumni. The policy also applies to the Career Office, as well as department chairs and faculty that wish to help students. The career services policy is set to ensure services for professional endeavors.

3. Procedures

Career Services Specialist is available for students wishing to receive career services. Distance education students may also email career@na.edu for online support.

Students can attend appointments and discuss career-related concerns, ask questions, and receive assistance, as well as attend career-related events.

Online resources are also available for students and alumni, including job search resources, resume and cover letter templates, career exploration resources, and interview tips at www.na.edu/career-center.

Procedure for students wishing to schedule appointments:

- Step 1: Students email career@na.edu
- Step 2: A reply email will be returned to confirm time.
- Step 3: Alumni and distance education learners who are unable to come to office will be offered assistance over the phone, email or Skype.
- Step 4: Student meets with Career Services specialist to request resources, including but not limited to: resume templates, job and internship search strategies, preparing for interviews, or career exploration.
- Step 5: Career Services Specialist addresses students career concerns through online resources and related handouts, which may include:
 - Resume templates
 - Cover letter templates
 - Ace the Top 50 Interview Questions handout
 - Reference to career website and links (www.na.edu/career-center)

4. Who Should Read This Policy

- Students

5. Related Documents and References

- Academic Catalog
- www.na.edu/career-center