



Career Services Department Advising Guidelines

As students or alumni of UIC, you are the primary factor in your career success. The UIC Career Services office is here to support you in your career development and job search process. Through our resources and services, we welcome the opportunity to partner with you as you pursue your career goals. This partnership will include the following guidelines.

Appointment and Walk-in Advising:

- **Availability.** Appointments with our experienced career advisors are available Monday through Friday from 9:00 a.m. to 4:00 p.m. Appointments are scheduled via Handshake for only one hour. Same day appointments are not scheduled, and only one appointment per day is allowed for each student/alum. To schedule an appointment, go to <https://careerservices.uic.edu/about-us/hours/>. Only current students and alumni (graduates of UIC) are able to schedule an appointment with a UIC Career Services advisor. For a complete list of alumni services visit <https://careerservices.uic.edu/alumni/>.
- **Walk-ins.** UIC students and alumni are welcome to talk to an OCS career advisor during scheduled walk-in times to receive advising. Walk-in sessions are limited to 15 minutes per student/alum for a brief discussion on cover letter or resume/CV writing, interviewing tips, personal statement review, etc. Mock interviews cannot be conducted during walk-in hours. Students and alumni are encouraged to review and utilize the resources online (<http://careerservices.uic.edu/students/>) prior to receiving walk-in assistance or scheduling an appointment. For location and hours go to <http://careerservices.uic.edu/about-us/hours/>. Walk-in hours will not be held on days the Career Services department hold major events such as the Fall Diversity and All Majors Fairs, as well as the Graduate & Professional School Fair. Please visit our calendar of events at <https://careerservices.uic.edu/>.
- **Appointment options.** Advising appointments, scheduled through Handshake, can be done in one of 3 ways: in person, by phone, or video conference (WebEx, Zoom, and Teams).
- **Cancellations** should be made 24 hours before your scheduled appointment. Students/alumni can cancel appointments via Handshake. You can also call the Career Services office at 312.996.2300, send an email to careerservices@uic.edu, or contact the advisor you were scheduled to meet.
- **Timely arrival** for all appointments is expected. For in-person appointments, it is highly recommended that you arrive at least 5-10 minutes prior to your appointment. For virtual appointments, advisees should be online 3-5 minutes before the scheduled appointment time. If you arrive 15 minutes late or more, the Career Services department has the right to reschedule the appointment. However, if the career advisor agrees to meet with you as scheduled, the time period of your appointment is reduced by the total number of minutes you were late.
- **Appointment No-show.** Not showing up for an appointment is unprofessional. However, we understand that urgent situations happen. If you have an emergency, please contact your career advisor or call the office (312-996-2300) as soon as possible. For non-emergency related no-shows, the following actions will be taken if it occurs within a 6-month time period:
 - **1st no-show offense:** Advisee will not be able to schedule an appointment for 5 business days.

- **2nd no-show offense:** Advisee will not be able to schedule an appointment for 10 business days.
- **3rd no-show offense:** Student/alumni will lose access to their Handshake account and will be unable to schedule an appointment with a career advisor for the remainder of the semester.

Student/Alumni Expectations:

UIC students and alumni have access to employers and services such as workshops, career fairs, pop-up and career advising, mock interviews, etc., through the Career Services office. Therefore, as representatives of the university, it is expected that UIC students and alumni maintain professional and ethical behavior during their career development and job search processes, while utilizing these supportive resources. This includes, but is not limited to, the following guidelines:

- **Misleading/False Information.** Do not provide misleading or false information during your application and interviewing process.
- **Branding.** Your brand consist of your education, experience, skill set, and online presence. Therefore, it is important that you have a positive social media presence.
- **Professionalism.** Be punctual and maintain a professional demeanor during all UIC Career Services functions.
- **Reneging on Offers.** Reneging on an offer, which means declining a job offer after you have already accepted it, is not encouraged. If you receive multiple offers, it is strongly recommended that you meet with a Career Services advisor for guidance in your decision-making process.

Library and Computer Resources:

UIC students and alumni have access to the Career Services computer lab area.

- **Computer.** The use of the Career Services department's computers is for **career-related purposes only**.
- **Resume Printouts.** Students and alumni are able to print a maximum of 10 copies of their resumes, on quality resume paper provided by the Career Services office, at no charge the week before a graduate and/or career related event.