PennState
Smeal College of Business

Alumni Career Coaching Agreement

We offer 5 one-to-one career coaching sessions for Smeal degree graduates maintaining active status in our program. Our customized support honors each career stage, including recent graduates and those who have advanced to the executive level. Please read the following agreement and indicate informed consent to your coach if you wish to proceed.

Responsibilities of the Coach:

- Listens with undivided attention to the client's presenting career interests, priorities, and concerns.
- Encourages job-seeking behaviors and career advice with a demonstrated history of success.
- Facilitates discussion on the client's career progress and clarifies next steps.
- Provides a referral if further support is needed at the completion of 5 sessions.
- Adheres to the ethics and standards of conduct upheld at the Smeal College of Business.

Responsibilities of the Client:

- Leads progress by sending the coach agenda items via email prior to sessions 2-5, preparing questions, taking notes, and completing action steps between sessions.
- Maintains active status by keeping the coach updated on progress with monthly emails as needed.
- Takes each phone call or video conference in a quiet space.
- Accepts that: 1) coaching is not a substitute for counseling, therapy, or professional advice in occupationally specific areas, 2) our services do not include job placement, nor do we forge introductions, 3) demonstration of coachability is needed for continuation of services.

Coachability:
Highly desired in today's workforce from entry level to C-suite, coachability includes the following factors:

- Growth mindset, openness to feedback
- Honesty, self-awareness, and professionalism
- Willingness to be held accountable
- Bias towards action for tangible progress
- Motivation to initiate and dedication to persevere

Confidentiality:
Trust is essential for a productive working relationship between the client and the coach. We understand the sensitivity of individual circumstances and private company information, held in strict confidence with digital records protected in the Salesforce platform. Matters discussed in our sessions adhere to Penn State's policy of compliance and responsibility regarding privacy and the protection of an individual's personal information.

Cancellation Policy:
Clients should notify a coach 24 hours in advance of scheduled consultations to reschedule or cancel. More than one 'no show' will result in one fewer session available to the client.

Closing:
The client may choose to defer or cancel coaching at any time. Written notice is requested as a professional courtesy. At the time of hire, the client should email the coach the title of the new position and name of the company. It is considered a best practice in career management to 'close the loop' on short-term correspondence by reaching out with this news to all those who actively supported the client's career transition.

As part of a dynamic team in Alumni Relations and Development, we value your engagement with the college and encourage a pay-it-forward mentality as you continue with our outstanding professional network and community.