



Alumni Career Coaching Agreement

We offer 5 career coaching sessions for Smeal degree graduates maintaining active status in our program. Please read the following agreement and indicate informed consent to your coach if you wish to proceed.

Coaches will:

- Listen with undivided attention to the client's presenting career interests, priorities, and concerns.
- Offer career advice with a demonstrated history of success.
- Facilitate discussion on career progress and clarify next steps.
- Provide a referral if further support is needed at the completion of 5 sessions.
- Adhere to the ethics and standards of conduct upheld at the Smeal College of Business.

Clients will:

- Lead progress by completing action steps between sessions.
- Maintain active status by keeping the coach updated on progress with monthly emails as needed.
- Take each video conference in a quiet space (we do completely understand current circumstances; an occasional dog barking or baby crying will not interfere).
- Accept 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
- Bias towards action for tangible progress
- Motivation to initiate and dedication to persevere

Confidentiality:

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 to reschedule or cancel. More than one 'no show' will result in one fewer session available.

Closing:

The client may choose to defer or cancel coaching at any time; please email us as a professional courtesy. At the time of hire, please email the coach the title of the new position and name of the company.

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.