



## **STUDENT GUIDELINES**

The Dolphin CareerLink system is intended for the listing of full-time, part-time, internship, and on-campus positions by businesses, government agencies, nonprofit organizations, on-campus departments, and individuals who adhere to [Equal Employment Opportunity](#) guidelines. We expect students to use Dolphin CareerLink in a [professional and ethical manner](#) and for employers to do the same. Please review the warnings and guidelines below so that you are fully aware and informed of your responsibilities before interacting with employers using the [Dolphin CareerLink](#) portal.

### **Dolphin CareerLink Disclaimer & Warning:**

Dolphin CareerLink postings are made by employers without endorsement, direct or implied, by CI Career Development Services, Extended University or the University. It is the responsibility of any job-/internship-seeker to be aware of the risks of online job seeking and to carefully research potential employers prior to applying. We do not and cannot control the behavior of participants on Dolphin CareerLink. By utilizing Dolphin CareerLink, you release CI (and our agents and employees) from claims, demands, and damages (actual or consequential, direct and indirect of every kind and nature, known and unknown), arising out of or in any way connected with any related disputes.

### **Research Each Company:**

When applying for any position it is important that you research the company thoroughly before releasing any of your personal information.

- Review the company's website.
- Google search the company name followed by the words such as, "fraud," "scam," "reviews," "complaints."

### **A Position May Be A Scam If:**

- You are asked to give any financial information (e.g., credit card, bank or PayPal account numbers, etc.).
- You are asked to send a payment by wire service or courier.
- You are offered a large payment or reward in exchange for allowing the use of your bank account - often for depositing checks or transferring money.
- You receive an unexpectedly large check.
- You are asked to transfer money, including via e-Bay, PayPal or Western Union money orders.
- You are asked for personal information such as your Social Security Number before being considered for the position.
- You are requested to send a photo copy of your ID (i.e., driver's license) to "verify identity".
- You are asked to complete a background check before you can be considered for a position.
- You are hired without interviewing or meeting the potential employer.
- There are multiple misspellings in the job description and in your correspondence with the employer.
- At the time of hire, the employer tells you they are travelling internationally and needs you to be their assistant or run errands for them.
- You are promised a large salary for very little work or the salary is unusually high for an entry level position, part-time job, or internship.
- The posting appears to come from a legitimate company or organization, but the contact's e-mail address doesn't match the company's website domain (i.e., jdoe@gmail.com rather than jdoe@companyname.com).

- The job posting doesn't mention the responsibilities of the job; rather it focuses on the amount of money you will make.
- The position initially seems to be a traditional job, but upon further research or contact, is actually an independent contractor or franchise opportunity.
- The position requires upfront fees.

*Please report any concerns about potential employers or job postings to Career Development Services by phone at (805) 437-3270, or by email to [career.services@csuci.edu](mailto:career.services@csuci.edu).*

### **Non-Discrimination Policy:**

California State University Channel Islands is committed to serving the diverse educational needs of the people of the State of California and the world's diverse population. CSU Channel Islands strives to maintain inclusive educational and work environments that value diversity and foster mutual respect. As established under California State University Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. CSU Channel Islands provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities. Insofar as employees are concerned, the CSU non-discrimination policy extends to all employment practices, including recruitment, selection, hiring, promotion, training, compensation, benefits, transfer, separation, and other terms, conditions, or privileges of employment. Further, the CSU prohibits harassment of any kind, including sexual harassment and sexual violence, dating violence, domestic violence, and stalking, as well as retaliation against individuals who oppose behavior they reasonably believe constitute discrimination or harassment, who participate in an investigation of such alleged behavior, or who report/assist with making a report of such alleged behavior to the University. Such behavior violates both law and University policy. Additionally, the CSU provides reasonable accommodation to qualified persons with disabilities unless doing so would impose an undue hardship.

The University shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, and when necessary, discipline behavior that violates this policy. Reasonable accommodation in University programs and activities will be determined by the campus following an interactive process with the requesting individual to identify the nature and extent of the individual's restrictions and the appropriate reasonable accommodation.

Any individual with questions or concerns about personally experiencing or witnessing an instance of possible discrimination or harassment in their work environment or an instance of an employer's refusal to provide reasonable accommodation to an individual with a disability should contact Brittany Grice, Title IX & Inclusion Officer, at [brittany.grice@csuci.edu](mailto:brittany.grice@csuci.edu), or 805-437-3608.

### **Guidelines For Handling Job/Internship Offers:**

CI Career Development Services supports both employers and students in the hiring process. We assist employers in maximizing their recruiting results and we assist our students in making informed career decisions. **In order to project the utmost professional image to employers and to successfully participate in recruiting activities, we strongly urge CI students to abide by the following guidelines:**

- At all times in the recruitment process, represent yourself and CI in an appropriate, professional, and ethical manner.
- Recognize that not all offers are negotiable, even in a competitive market. Be realistic about your expectations and conduct appropriate research before approaching an employer.

- Notify organizations on your decision regarding their offers in the agreed-upon timeframe. If you need more time, you may contact the organization for a possible extension. However, it will be the employer's decision whether to grant your request for more time.
- If you are holding pending offers, notify the organizations you did not select once you make your final decision.
- Accept an offer only after careful consideration. Accepting an offer, either verbally or in writing, is an agreement to work for an employer. Rejecting an offer after having previously accepted can negatively affect your professional image.

**Additional Job Offer Information You Should Know:**

- Make sure that you have the conditions of your employment/internship offer clearly defined in writing. An offer letter should include:
  - Job Duties
  - Salary
  - Bonuses
  - Benefits
  - Start Date
  - Work Location
- If a formal offer letter does not follow a verbal offer, follow up with the employer immediately and request this document.
- Understand the implications of “exploding offers.” Exploding offers are offers with “short fuse” deadlines. Employers may attempt to pressure you into accepting their offer immediately, thereby lessening the opportunity for competing offers. Examples include:
  - An employer requires candidates to accept offers within a very short time (24-48 hours);
  - An employer extends offer to candidates that exceed the number of openings available, and tells candidates that they will be hired on a first-come, first-serve basis;
  - An employer gives signing bonuses only to candidates who accept offers immediately.

**If at any time in the recruitment process you have questions, are unsure how to proceed, or are experiencing undue pressure to make an employment decision, contact Extended University Career Services ASAP! We are here to help you navigate this process.**

*Extended University Career Services  
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\*Adapted from CI Campus Career Services, June 2016