

Office of Career Development

Establishing an ECU Active Credential File

All degree candidates are encouraged to establish a credential's file prior to graduation. Although registration is not required, it is highly recommended for all graduates. A **\$10.00** fee opens your active file in 108 McBride and keeps it open for one year. The fee entitles you to receive the OCD weekly e-mail with online current job listing, use of the student resource room in 108 McBride, event calendar, job search tips and more.

Official credentials include the following: personal data sheet, resume and 3-5 references written by persons selected by the candidate. Information should be provided only on the prescribed forms. All forms included in the credential packet will be photographically reproduced for employer use.

The Personal Data Sheet should be neatly typed. This form should be returned to the East Central University Office of Career Development as soon as possible. Your Personal Data Sheet will be copied exactly as it is. In completing your forms, be sure to give your complete name and address. It is important that you give a permanent address, so that prospective employers may be able to reach you at all times. New graduates should include full-time and part-time employment; alumni who have professional employment may wish to list most recent and summarize less recent experience. The personal data sheet is not intended to replace an individual's resume for use in contacting employers.

Reference forms are included in the credential's packet. The registrant's complete name should be either typed or written legibly on the reference form before asking persons to write such statements. The statement concerning the "Family Educational Rights and Privacy Act of 1974" should be read, and a decision made on whether to waive the right of access to the reference forms, before distributing to the writers. **Credentials can be either "open or confidential"** but we do not allow dual folders. A period of three or four weeks should be allowed for letters of recommendation to be written and returned directly to Office of Career Development. Candidates should then check to be certain that requested references have been received by the Office of Career Development in 108 McBride.

The credential's folder is used primarily for reference purpose - not as an application for a job. When employers receive a file, unless you have previously made application, they send it back to the Office of Career Development without examining it. **The best policy is to make application for a job, then wait for the employer to request your file.** Some employers will contact you and ask that you have your file sent. Others will write or telephone the ECU Office of Career Development.

All credential's file that are not used for a period of ten years will be destroyed. Notify the OCD if you have not used your file in the allotted time, but wish to keep your file for future use. Your credentials file must be updated yearly or it will be removed from the active distribution list.

Contact Information:

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