SOP Career Services Opt-In Agreement Form

Career Services is an additional service that is available to you. You have the option to opt in or opt out of Career Services. By opting in to Career Services, you will have access to an assigned Career Services Manager. Your Career Services Manager will offer one-on-one support, group workshops, and job search resources to help in your job search and career development. Support includes but is not limited to: resume reviews, cover letter reviews, mock interviews, networking and personal branding guidance (LinkedIn & GitHub), interview preparation, salary negotiation, and job search strategies.

In order to stay opted in to Career Services it is required that you agree to the following commitments:

1. It is required that you complete the mandatory in-program Career Services assignments that are outlined on the Career Services roadmap.

2. It is required that you attend the mandatory one-on-ones and workshops held by Career Services. Students schedule their one-on-ones for a time that works best for them. Failure to attend and "no-show" two or more one-on-one appointments will automatically be opted-out of Career Services. It is important for those going into the job search to keep their professional commitments.

3. Professional communication is required when working with the Career Services team. Treat your Career Services Manager as if they were the interviewer at a company. It is important to represent yourself in the most professional manner in meetings, workshops, events, and via written communication (Discord and email).

4. Finally, it is required that those that are opting in to Career Services are planning on going into the job search immediately after they finish the bootcamp. The Career Services program is designed for those going into the active job search. To remain opted-in to Career Services after graduation, it is required that you are in contact with your Career Services Manager at least every two weeks either via email or one-on-one appointment. The job search process is a full-time job in itself. Students should be prepared to be applying for over 30 jobs per week, networking with at least 25 connections, all while continuing to work on algorithms and technical projects.

Your work with Career Services starts day one of the program and because of that it is required that you decide whether or not you'd like to opt-in to Career Services prior to starting at Coding Dojo

If you have any questions, please do not hesitate to contact the Director of Career Services, Michelle Cedarblade, at mcedarblade@codingdojo.com.

Certified by:
BRANDON GRIFFITH
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Participant's Signature

BRANDON GRIFFITH

Participant's Name

Nov. 23, 2021

Date