**FAQ’s**

**Q:** What if I don’t want my resume to be presented for roles?

**A:** If you are eligible for the Job Guarantee, your resume will be sourced for role openings until your JG Eligibility has been fulfilled.

**Q:** How does the Employer Partnerships team decide which candidates to source for roles?

**A:** We primarily source candidates who have completed their course, though there are special circumstances in which we might source candidates who are still active in their career track and nearing course completion.

**Q:** What criteria is used to determine which candidates would be a good fit for a role?

**A:** Based on the job qualifications shared by the hiring partner, the Employer Partnerships team will source candidates using the following baseline criteria, as applicable:

* Location
* Career Track
* Work Authorization status
* Education
* Past work experience as outlined in their resume and/or LinkedIn profile

**Q:** What does the Employer Partnerships team need from me to be sourced for roles?

**A:** We encourage all candidates to submit the [Employer Partnerships Onboarding Form](https://partnerships.springboard.com/student-onboarding-form) so that we have all of your updated job search information on file, and are able to best source candidates for roles presented by our hiring partners. In the event that your job search preferences and/or job search collateral has changed since your initial submission of the form, please re-submit the student onboarding form as many times as you need to, so that we can have your most updated information on file!*\*\*If we do not have a student onboarding form on file for you, it can be difficult for us to present your resume for roles which is required from most hiring partners\*\**

**Q:** If the Employer Partnerships team works with hiring companies, does this mean I do not have to search for a job?

**A:** No. You will be expected to adhere to the job search requirements set forth in the Job Guarantee eligibility specific to your career track.

**Q:** Do I get to select the roles I’m presented for?

**A:** No. By completing the Onboarding Form, you are giving the Employer Partnerships team permission to share your profile with prospective employers. If your resume and background fits the job qualifications presented by one of our hiring partners, the Employer Partnerships team will decide at our own discretion whether or not to share your resume for a role. While inputs within the student onboarding form such as “industries of interest” and “past roles you’ve had” will help inform our candidate sourcing process, there is the potential to be selected for roles outside of the job titles and/or industries selected.

**Q:** How will I know if my resume has been shared for a role?

**A:** You WILL NOT be notified when presented for roles, and will only be contacted by the Employer Partnerships team when the hiring partner would like to invite you to interview.

**Q:** How are candidates selected to interview?

**A:** All interview opportunities are decided at the discretion of the Employer Partner, and the Employer Partnerships team is only responsible for sourcing and presenting candidates for roles based on the job qualifications shared.

**Q:** If selected to interview, how long do I have to confirm interest in the role?

**A:** You will have 72 hours (3 business days) from the receipt of the notification email to reply and confirm interest in interviewing for the role in which you are selected.

**Q:** What If I’m selected to interview and I’m not interested in the role?

**A:** Please notify the Employer Partnerships team that you are not interested in interviewing for the role within the 72 hour window. Please do not ignore the email request, as it’s important for us to confirm receipt of the email.

**Q:** If I’m extended an offer for employment, will this fulfill the Job Guarantee?

**A:** As defined within the Job Guarantee policy for your career track, all job offers received that are deemed a “Qualifying Offer” and “Qualifying Position” will fulfill your Job Guarantee!

**Q:** What should I do once I receive a qualifying offer from a hiring partner?

**A:** Please promptly report all job offers via the job offer submission form in the career dashboard. The Employer Partnership team encourages you to share the contact information of the hiring partner so that we can continue building that relationship. Email [employerpartnerships@springboard.com](mailto:employerpartnerships@springboard.com) with their contact information.

**Q:** If I’m extended an offer, do I have the right to decline?

**A:** Absolutely. While we encourage you to keep an open mind in regards to job opportunities, you have full agency in deciding which opportunities are most aligned with your career goals. In the event that you do decide to decline a qualifying job offer, this will still fulfill the Springboard Job Guarantee but you would continue to receive career services to help you keep searching for opportunities.

**Q:** Can I negotiate an offer extended?

**A:** Yes! We encourage you to work closely with your career coach if you’d like assistance in how to best navigate the job offer negotiation process.

**Q:** If I submit the Employer Partnerships Onboarding Form, does that Guarantee that I’ll be placed through Employer Partnerships?

**A:** No. The Employer Partnerships team leverages the information captured via the Employer Partnerships Onboarding Form to best source candidates for roles that are presented by hiring companies, but we DO NOT guarantee that candidates will be presented with an interview opportunity, offer, and/or placement.

**Q:** Does the Employer Partnerships team offer job referrals?

**A:** At this time, we do not offer job referrals. We encourage you to work closely with your career coach to align on best strategies to request a job referral from past employers, colleagues, mentors, etc.

**Q:** Should I let the Employer Partnerships team know when I apply for open positions within the EP Newsletter?

**A:** Yes, we would like to know what positions you apply for, especially if you find them on the EP Newsletter. Feel free to email us at employerpartnerships@springboard.com.

**Q:** Should I notify the Employer Partnerships team about roles I apply for via selected platform partners?

**A:** No, you do not need to notify us.

**Q:** If I’m unable to attend an info session, can I still submit my resume to be considered for roles?

**A:** Absolutely! We will send a recap video after every info session and you will be sent the same form as attendees to submit interest in a role.

**Q:** How does the Employer Partnerships team decide which hiring companies to work with?

**A:** Thanks to our amazing Springboard community at large, we receive a healthy number of inbound leads, in addition to, new partnerships forged through effective outreach by the Employer Partnerships team.

**Q:** What should I do after I submit the Employer Partnerships Onboarding Form?

**A:** Nothing! Once we have all of your updated job seeking information on file, you will receive a confirmation email. We will reach out if you have been invited for an interview with one of our partners. In the meantime, continue working with your career coach on your job search! If you update any of your materials or your information changes, you are welcome to update your information by re-submitting the Employer Partnerships Onboarding Form.

**Q:** If the Employer Partnerships team works with Hiring Companies, does this mean I do not have to search for a job?

**A:** No. The Employer Partnerships team does not replace your job search - it is a supplement to your job search by trying to increase the number of job opportunities available to you. You should continue working closely with your career coach to ensure you are executing your job search effectively.

**Q:** What is the difference between career services and employer partnerships?

**A:** The Career Services team prepares you for a successful job search through impactful career coaching and implementing effective strategies. The Employer Partnerships team builds relationships with hiring partners to increase and accelerate career opportunities for our students.