

**RUTGERS UNIVERSITY – NEW BRUNSWICK**

**OFFICE OF CAREER SERVICES**

**DISTANCE SERVICES**

**PROFESSIONAL DISCLOSURE AND CONSENT FORM**

Welcome to distance career services at Rutgers-New Brunswick/Piscataway. Career planning is generally a short-term, action-oriented process which addresses education, employment and life-planning concerns. As distance career specialists, we:

- Provide theory-based life and career planning to individuals
- Teach decision-making skills and assist with career exploration
- Assist in developing individualized career plans
- Evaluate, organize and provide educational and occupational information and resources about the labor market and the world of work
- Administer and interpret interest, skill and personality assessments that aid in identifying and evaluating career options
- Assist with job search strategies, career planning and transition, interviewing skills, internships, resume development, networking, salary negotiations, professional etiquette, professional attire and other career-related matters.

Your distance career specialist will assist you in clarifying your major issues to further your goals. Open discussion provides the basis for actions you can take to meet your specific career goals. After assessing your particular situation, if it is determined that your needs can more effectively be addressed in a different setting, we will be happy to make an appropriate referral for you.

**Confidentiality:** We regard the information you share with us with the greatest respect. Please be assured that all consultation sessions and information provided to your distance career specialist are kept STRICTLY CONFIDENTIAL. Any disclosure outside of Career Services will be done only with your written permission. However, there are three standard limitations to confidentiality which you should be aware of. These include danger to self or others, indications of child abuse, and court orders.

Please be aware that we use encryption to secure your communications with us. If encryption is not in place on your computer, your information may be compromised. Likewise, if using the phone, please use a private, land-line phone so that your communications will not be compromised. We discourage the use of cell phones.

We appreciate the opportunity to serve you. Feel free to ask any additional questions or request additional information.

(        )        By clicking here you are acknowledging that you have read this disclosure and consent form, understand it, and abide by it.

Date: \_\_\_\_\_

Signature \_\_\_\_\_