

## Placement File Packet

**Please keep these instructions: Follow carefully to ensure complete quick processing.  
Refer to this page any time you have questions about completing and/or requesting your file.**

1. **PAGE ONE:** The Profile Form contains your personal information.
    - Please furnish clearly printed, accurate information.
    - Ask any person you plan to list as a reference if they will be willing to write a recommendation for you.
    - List **at least five references**, three of whom should be faculty members from this university.
    - Furnish the *complete* mailing address of each person; be sure of correct spelling of names, etc.
    - Additional references may be listed on the back or on a separate page.
  2. **PAGE TWO:** The Confidentiality Disclosure releases or reserves your right to see your file.
    - You must read and sign this form.
    - **Recommended:** choose options 1a and 2a: Prospective employers will know that references are objective.
  3. **PAGE THREE:** Blank Reference Form.
    - If you do check 1a and 2a, print your name where indicated, then provide your signature and current date.
    - Do NOT write below the signature/date line.
    - A copy will then be mailed to each reference listed to complete and return for your permanent file.
- Career Services is not authorized to send transcripts. Transcripts are sent only by the registrar's office.
- Your placement file will be sent to two (2) prospective employers without charge. If additional files are needed, you will be charged a \$2.00 processing fee per file sent.
- The Career Services Office will keep your placement file for three (3) years from the date of your graduation unless it is updated during that time. If your file is updated, it will be kept on file for two (2) years from that date.

When applying for employment, inform the employer that references are on file at the Career Services Office and will be sent upon request. It is recommended to send copies of your file to employers only when the employer has requested a copy and only after the employer has a copy of your application in hand. Your request will be processed within two (2) working days.

To have your placement file be sent, please provide:

- your full name and graduation date
- the name of the employer or school along with the name of a contact person
- the complete mailing address and fax number if available

The **single most important thing** you can do is keep this office informed of updates! Let us know about address and/or telephone changes. When you have secured a position or decided not to look for employment, please notify the Career Services office.

### **Résumé tips, Special Events and Internet resources:**

- Check our web site often: [www.mcm.edu/students/career](http://www.mcm.edu/students/career)
- Watch for notices of recruitment visits or job fairs on our web site: click on the link for "Job Fairs/Special Events."
- Great resources for resume preparation under "Resume Tips" link
- Find many helps under the "Internet Resources for Career Planning" link.

Anytime you need help or someone to review your resume, please drop by the Career Services Office in Old Main 102.

**Please remember to notify the Career Services Office when you have secured employment!**

McM Station Box 657  
Abilene, TX 79697-0657

**McMurry University Career Services**  
**Major Profile Form**

Phone: (915) 793-4880  
Fax: (915) 793-4879

Name (Last, First, Middle)		Social Security Number		Permanent E-mail Address	
Present Address (Street/Box/Apt. #)		City, State, Zip		Present Home Phone	
Permanent Address (Street/Box/Apt.#)		City, State, Zip		Permanent Home Phone	
Colleges Attended (Name/Location, Most Recent First)	From (mm/dd/yy)	To (mm/dd/yy)	Graduation Date (mm/yy) Actual or Projected	Degree (BA,BS etc.)	Major
Minor or Concentration	Additional subjects with 12 or more hours		Foreign Language Competency		
Date Available for Employment	Geographic Preference		<input type="checkbox"/> Willing to relocate. <input type="checkbox"/> Will consider any available opening.		
<b>References</b> (include cooperating teacher(s) and university supervisor) <i>Additional references may be furnished on a separate page.</i>					
Name	Title/Relationship	<b>Complete</b> Mailing Address		Area Code/Telephone	
<b>Employment Experiences</b> (Permanent, Coop, Intern, Volunteer, Summer Work, Military)					
Employed From-To	Company Name	Address/Phone		Supervisor	Position Held
<b>Personal Information</b>					
Computer Skills		Other Skills, Talents, Interests		Recognition and Involvement	
McMurry University Career Services has my permission to release my credential file to prospective employers and shall in no way be responsible for the contents of any reference or for information contained therein.					
Date Prepared			Signature		

## McMurry University Career Services Confidentiality Disclosure

In order to enable the Career Services Office, McMurry University, to implement the provisions of the Texas Open Records Law, Article 6252-17a and the Family Education Rights and Privacy Act of 1974, Public Law 93-380, I...

- 1. A Choose to waive my right to review the evaluations in my placement file as well as the competency profile submitted by my cooperating teacher(s). The faculty members and others requested to furnish references shall be informed of this choice and shall complete the references with this knowledge in mind. The employer seeing these references shall be informed of this choice and shall utilize the information with this knowledge in mind. The files shall be designated “**closed records.**”
  
- B Reserve the right to review the evaluations in my placement file as well as the competency profile submitted by my cooperating teacher(s). The faculty members and others requested to furnish references shall be informed of this choice and shall complete the references with this knowledge in mind. The employer seeing these references shall be informed of this choice and shall utilize the information with this knowledge in mind. The files shall be designated “**open records.**”
  
- 2. A authorize the Career Services Office, in support of my efforts to obtain employment, to release my placement file at their discretion, at the request of a potential employer, or at my request.
  
- B authorize the Career Services Office to release my placement file only on an individual basis at my request or when my authorization has been given.

If, in the future, I desire to change my decision as to my records being open or closed, new references will be secured based on the choice made.

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



McMurry University Career Services  
CANDIDATE REFERENCE FORM

<b>For Office Use Only</b> To: _____ Address: _____ _____
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Greetings: Your name has been submitted as a reference by: (Candidate, please print) \_\_\_\_\_  
 This reference will be kept in a placement file available to prospective employers. Please complete this reference sheet and return it directly to McMurry Career Services office. Thank you, we appreciate your assistance.

**Notice:** Unless the individual has signed the waiver below, your evaluation cannot be held in confidence and they have the right to review your reference.

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 as amended, I do hereby waive my rights to review this personal reference and wish the file to remain confidential.

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

Candidates DO NOT write below this line

**Your Reference: Please check the appropriate block**

My relationship to this candidate is:  Teacher  Employer  Other: \_\_\_\_\_

How long have you known the candidate? \_\_\_\_\_

Characteristics	Superior (highest 5%)	Excellent (next 15%)	Above Average (next 20%)	Average (middle 25%)	Below Average (lowest 35%)	No Basis for Judgment
Overall intellectual and analytical ability						
Appearance: posture, neatness, appropriate dress						
Character: moral stability and conviction						
Maturity and Judgment						
Quality of communication skills						
Initiative, Motivation, and Dependability						
Ability to work with others						
Leadership Skills						
Personality and interpersonal skills						
Instructional abilities: maintains good learning environment						
Response to criticism						

**Please provide your overall narrative evaluation of this candidate in the space below. Your comments are essential.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_