



### **User Responsibilities & Expectations - Memorandum of Understanding (MOU)**

As a **User** of CORE at Santa Clara University School of Law, I agree to:

- grant OCM permission to forward my resume and transcripts, **which contain my contact information**, to employers.
- contact OCM at least 1 business day prior to any OCI scheduled interview or risk being disqualified from future OCI programs and / or blocked from using CORE.
- communicate with employers if I plan to cancel an interview.
- acknowledge receipt of an employer's job offer within 24 hours. I do not need to accept or reject at that time, but I **MUST** indicate I have received the offer.
- ask the employer when they expect a response IF they have not given me a deadline to accept or decline.
- accept or decline an offer ASAP once I have decided. My delay keeps the hiring for that position in limbo.
- **NOT** accept a job offer IF there is any possibility that I may accept another offer that would require me to later reject or renege.
- be gracious and thank the employer if I need to decline an offer. There is no need to provide a detailed reason for declining.
- withdraw from other applications and / or the OCI program once I have accepted a job offer.
- conduct myself with the utmost professionalism throughout my job search, as I am acting as a representative of Santa Clara University School of Law.

**I acknowledge I have read and understand the above MOU – User Responsibilities & Expectations of applying to jobs via CORE which includes participation in OCI.**