

CAREER CENTER
Idaho State University
Establishing/Maintaining a Credential File

What is the Career Center?

The Career Center is a comprehensive resource center designed to assist you with your career development needs. Specifically, the Career Center offers assistance with choosing a major, exploring the career options related to your major, gaining part-time or internship experience related to your major, and developing the job search skills necessary to secure a professional career related position upon graduation. **While ISU can provide you with the opportunity to earn a degree; what you do with it is your decision and your responsibility. Although obtaining a position is ultimately up to you, the Career Center can certainly help you with the overall process of thorough preparation, implementation of effective job search strategies, and connecting with employers.**

What is a credential file?

A credential file is a packet of information which includes reference letters and student teaching evaluations that is housed in the Career Center. For Education majors, the file is must, as most superintendents and educational hiring officials will request a copy of the credential file as a prerequisite to interviewing the candidate.

What services are provided?

Credential file contents may be mailed or faxed to prospective employers or requested by prospective employers in support of your application for employment. Once you have mailed your resume and cover letter to the prospective employer, you should request that your credential file be sent in support of your application for employment. Please check with the prospective employer to determine the point in your application process that they would like to receive your credential file.

Who is eligible to use a credential file?

Any current student or alumnus of ISU majoring in Education. Student registration with the Career Center will be active from the date you register until 6 months after graduation. Alumni registration with the Career Center will be active for one year from the date you register.

Fees to Establish a Credential File:

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| Current Full-time Student: | free—good from the date you register until 6 months after graduation (includes on-line vacancies). |
| Alumni: | free—activation good for one year from the date you register (includes online vacancies). |

Fees to Subscribe to On-line Vacancies:

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| Current Full-time Student: | free—good from the date you register until 6 months after graduation. |
| Alumni: | free—good for one year intervals by updating paperwork at www.isu.edu/career , then Student/Alumni Services, then Alumni Registration/Reactivation. |

Registration Process:

- 1) Pay registration fee if applicable (check or cash accepted).
- 2) Complete the following: Registration Form, Reference List Form, and the Consent Form, and submit them (altogether) to the Career Center for inclusion in your credential file—these forms are available at our web site at www.isu.edu/career, then Student/Alumni Services, then Career Center Forms (education credential file forms).
- 3) Pick up your Username and Password to log into the eRecruiting program.
- 4) Complete the Student Profile and Academic sections on-line utilizing the eRecruiting program.
- 5) Make an appointment with a Career Counselor for a resume critique and orientation to the Career Center services/resources.
- 6) Submit your resume on-line utilizing the eRecruiting program to the Career Center.
- 7) Students and Alumni may update, add, or delete information in their file at anytime with no charge. Such requests for alterations to files must be made in writing.

How do I place a reference letter in my credential file?

Letters of reference and student teaching evaluations may be maintained in your credential file. Credential files for graduates between December 2000 and the present are no longer considered all confidential or non-

confidential, but rather contain both confidential and non-confidential items. Reference forms for cooperating and supervising teachers will be provided by the College of Education. If you want the **final** evaluations to be placed in your credential file, you must request that the College of Education send them to us. Because these references are shared with the student, they will be non-confidential. If you desire additional references in your file, ask a non-confidential reference to write the letter of reference on letterhead. If you desire a reference to be confidential, use the form available on-line (www.isu.edu/career, then Student/Alumni Services, then Career Center Forms (education credential file forms, then Confidential Reference Form). It is your choice as to whether or not you want additional references to be confidential or non-confidential. **All confidential references must be sent directly to the Career Center** (Idaho State University, Box 8108, Pocatello, ID 83209) **by the author and cannot be viewed by the student.**

How many letters of reference may I place in my credential file?

A maximum of 6 letters which should include the **final** Scoring Rubrics from your Cooperating Teachers and University Supervisors may be placed in your file. At the time you request your file be sent, you must indicate which letters of reference you wish to be included in your mailing or all letters will be sent. Please be aware that most employers only request 3-5 letters of reference.

How do I make a credential file request?

Credential requests must be made in writing with a complete address, including a bona fide employer's name, and the pre-payment enclosed. If you have credit, we will take up to 2 credential requests over the phone at any one time.

Mailing/Faxing Credential Files:

- There is a \$4 fee to have your file mailed/faxed each time.
- The fee must be paid at the time of the request or in advance.
- There is **no fee** when a file is sent out to an ISU address or when a prospective employer requests a credential file on behalf of the student.
- If a student requests that a credential file be **both faxed and mailed to the same organization**, it will count as two separate transactions.
- Requests **received by 12 noon** will be transmitted that same day. Requests **received after 12 noon** may not be guaranteed transmission that same day. During peak periods (April, May, June, July), it may take as much as 24-48 hours for a credential file request to be processed.
- Fax transmissions will be attempted **one time only**; if they do not go through, the credential file will be **mailed**. The Career Center is not responsible for erroneous fax numbers or failure to receive transmissions on the part of the employer or organization.
- **Faxes received** for student usage (application, etc.) **cost \$.50/page**, and must be paid for in full when picked up at the Career Center.

For Your Information:

Registration with the Career Center is required to participate in the On-campus Recruiting program, Computerized Resume Referral (for Student Employment, Internships, or Full-time positions), to establish a credential file, and/or to receive access to the on-line job vacancy bulletin.

Office Hours, Location, Phone/FAX and Homepage Address:

The Career Center maintains office hours Monday through Friday 8 a.m. - 5 p.m. during the fall and spring semesters and from 7:30 a.m. - 4 p.m. during the summer semester. The Center is located on the top floor of the Museum Building, Room 440. The phone number is 208-282-2380. The FAX number is 208-282-4611. The homepage address is www.isu.edu/career.