

Creating a Placement File for Business, Liberal Arts and Science Majors

Contents of this Packet

- Placement File Reference List (please make sure to complete both sides of this form)
- Placement File Summary Sheet (please read carefully!)
- Placement File Fees and Open vs. Confidential Letters of Recommendation (on blue paper)
- Placement Recommendation Forms

To open a placement file,
return the following to our office in person or by mail:

_____ Placement File Reference List (please make sure to complete both sides of this form)

_____ \$10.00 set-up fee (see "Placement File Fees" for payment options)
***As of **August 31, 2005** the Career Services Office will only accept payment by credit/debit card or personal check. If you wish to make a cash payment you must do so through the Student Accounts Office in Erwin 103 and then present your receipt to the Career Services staff.*

Please Note:

If you wish to have an unofficial copy of your transcript in your placement file **you must request one from the Records Office**. Due to format limitations Knightweb transcripts cannot be accepted.

Reminder:

Check with Career Services periodically to be certain recommendations have been received from your authors.

<http://careers.geneseo.edu>

Blake A 104 • 1 College Circle • Geneseo, N.Y. 14454 • 585.245.5721 • FAX: 245.5800

PLACEMENT FILE REFERENCE LIST
(For office use only - not sent to employers or graduate schools)

Full Name: _____
Permanent Address: _____
City: _____ State: _____ Zip: _____
Permanent Telephone: _____ Local Phone Number: _____
SS or G #: _____ E-mail: _____
Major: _____ Month/Year of Graduation: _____

Registrants who prefer authors to submit letters of recommendation on stationery other than placement forms may do so, but the letter must be clearly designated as open OR confidential.

A maximum of eight (8) letters of recommendation may be included in the placement file.

*List below the names of those individuals you are asking for a letter of recommendation.
Please notify our office in person or in writing should you wish to add names to this list in the future.*

Name of Reference

Position of Reference

(e.g. faculty, cooperating teacher, employer)

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____

Before you open a placement file the information on the reverse must be completed 

<i>For Office Use Only</i>				
Date Rec'd: _____	By: _____	Amt. Pd: _____	Dbase: _____	Temp File Checked: _____

WAIVER OF YOUR RIGHT OF ACCESS TO CONFIDENTIAL LETTERS OF RECOMMENDATION WRITTEN FOR JOB PLACEMENT OR GRADUATE AND PROFESSIONAL SCHOOL APPLICATION PURPOSES

In November 1974, the Family Education Rights and Privacy Act (Buckley Amendment) was passed by Congress. One of its provisions stipulated that all recommendations contained in official college files be open for review by the student.

The law has since been amended by Senate Joint Resolution 40, which states in part that the student may wish to waive his/her right to inspect letters of recommendation. (Confidential recommendations on file before January 1, 1975 are not affected by this legislation.)

If you wish to have any confidential references (waive your right to read the letter of recommendation) at all, it is required by law that you sign and date this waiver. The other option available to you is to designate that your letters be open (do not waive your right to read the letter of recommendation). In this case, no waiver is required. **The designation of open or confidential is made on a letter by letter basis.** If you have any questions about open vs. confidential letters of recommendation please refer to the appropriate handout or see a Career Services staff member for further assistance.

All students who wish to maintain a placement file with the Career Services Office must accept the following policies. If you have any questions please seek the assistance of a Career Services staff member.

Please check to indicate your acceptance:

I hereby waive my right to examine any confidential letters of recommendation submitted at my request.

I understand that a copy of my file will not be released to me except where documentation to support such a request is submitted to and approved by a designated member of the Career Services staff.

I understand that my file will only be sent to bona fide employers or graduate schools and that the Career Services Office reserves the right to investigate any misuse of the file.

I agree to abide by the policies of the Career Services Office's placement file service.

I authorize the Career Services Office at SUNY Geneseo to collect and maintain a file of credentials for the purpose of assisting me in my search for employment or admission to graduate school. I further authorize the Career Services Office to send my placement file by mail or fax to any prospective employers and graduate schools as requested by me or upon direct request from graduate schools and/or employers.

Signature _____

Date _____

Placement File Summary Sheet

What is a placement file?

- Material submitted on behalf of students/alumni to the Career Services Office that may be requested by prospective employers, graduate school admissions and/or scholarship committees.

What goes in a placement file?

- Up to eight letters of recommendation can be included. A resume is optional and, if included, please update often!
- You may include an unofficial Geneseo transcript in your file. Unofficial transcripts from other colleges/universities are also allowed.
- Personal papers, cover letters, thank you letters, evaluations, teaching certificates, autobiographies, test scores or letter(s) of recommendation written for another purpose may not be included.

What if I want to put a transcript in my file?

- You must request an unofficial copy from the Records Office in Erwin 102 and bring or have it sent to Career Services. The Career Services Office will **not** request one for you. Official transcripts from Geneseo or any other college/university cannot be included in your placement file.
- Due to format limitations we regret that we cannot include Knightweb transcripts.
- If an employer or graduate school requires that you send an official transcript, you must request it directly from the Records Office.

How do I set up a file?

- Complete and return the Placement File Reference List (both sides) found in this packet.
- The Reference List identifies who will be the authors of your letters of recommendation. Specific directions concerning the letters of recommendation can be found on the reverse side of the Recommendation Form.

Whom should I ask to write letters of recommendation?

- Professors, supervisors, or others especially familiar with you and your work.
- The more relevant the position of your reference person is to your career goals, the better.
- Cooperating and supervising teachers' comments carry the most weight with education employers.
- Avoid character references (neighbors, friends, etc.).
- **Important!** Be sure to sign the front of the form in the space marked "Candidate's signature" and check either the "waive" or "do not waive" box.
- It is your responsibility to check with Career Services to determine if your letters have been received.

What does the file cost?

- There is a \$10 set up fee when you return your completed form and resume to Career Services.
- Each time a copy of your file is mailed or faxed it costs \$4.
- Make all checks payable to "SUNY Geneseo".
- You can prepay \$25 and receive ten mailings (37% discount). The fee is nonrefundable and good for one calendar year from the date paid.
- As of August 2005, we no longer accept cash in payment for file related services. You must pay by check or credit /debit card.

How do I have my file sent?

- Files are sent directly to actual employers, graduate school admissions and scholarship committees.
- Submit a request in writing or by fax to the Career Services Office and include your name, social security or G number, graduation month/year and current phone number with appropriate payment. Indicate the person's name/title and the specific address to which the file should be sent. **IMPORTANT---Telephone or e-mail requests will not be accepted.**

How do I keep my file up to date and how long is my file kept at Geneseo?

- It is highly recommended that you keep your file up to date during your career. Simply indicate in writing to the Career Services Office the author's name of the letter(s) you wish included or removed from your file. Removed letters are destroyed.
- Files are kept a minimum of twenty years. If no activity occurs (file sent, letters added or removed) over that time, it will be destroyed.

BASIC ARGUMENTS REGARDING OPEN VERSUS CONFIDENTIAL LETTERS OF RECOMMENDATION

Advantages and Disadvantages

OPEN REFERENCES

You do not waive your right of access

- Advantages:** You have complete control over what is said about you; if you disagree, you may eliminate the reference(s).
- Disadvantages:** Some employers prefer confidential references, the assumption being that in an open letter the author may be too general or less than candid if he/she knows you will review his/her comments.
- Access:** You may review and/or obtain a copy of any letters that you do not waive the right to access.

CONFIDENTIAL REFERENCES

You waive your right of access

- Advantages:** Preferred by many employers and graduate schools; may contain more constructive criticism; carry more weight with some employers forced to decide between the open and confidential format.
- Disadvantages:** Unless you really know the person recommending you well, there may be a doubt that his/her reference might be hurting you; obviously, you are not permitted to see a confidential recommendation and are, therefore, in the position of completely trusting the author.
- Access:** Copies of letters that you have waived your right to access will not be released to you under any circumstances. The Career Services Staff will not be able to provide you with any qualitative information about these letters.

Please be sure to indicate if you would like individual letters to be open or confidential by checking the "waive" or "do not waive" box on the top of each form. If your authors choose to use their organization's letterhead instead of the Career Services form, they must clearly note that the letter is to be confidential. Letters not so designated are considered to be open.

Please do not hesitate to speak with a Career Services staff member should you have specific questions regarding open versus confidential letters.

Placement File Fee Schedule and Payment Information

REGISTRATION FEE

When you establish a placement file, you are required to pay a one-time start-up fee of \$10.00. Payment must be submitted when placement file materials are turned in to the Career Services Office, Blake A 104.

BASIC RATE

Placement file **mailed or faxed** to prospective graduate schools or employers
The entire contents of your file will be sent unless you specify otherwise.

Fee
\$4.00 per request

BULK MAILING RATE

If you anticipate frequent requests for your placement file, an advantageous discount rate is available at any time. By prepaying \$25.00 you may have your file sent to 10 locations (a savings of over 37%). You can purchase the bulk plan as many times as necessary. Please note: this discount is non-refundable and expires 12 months from the day payment is received by Career Services.

\$25 for 10 mailings

PAYMENT OPTIONS

- Check** should be made out to "SUNY Geneseo" may be made in person or through the mail
- Credit/Debit Card** include card number, expiration date, name as it appears on the card, and signature may be made in person, by fax, or through the mail
MasterCard, Visa, and Discover cards accepted
- Cash** *Career Services Office will only accept payment by credit/debit card or personal check. If you wish to make a cash payment you must do so through the Student Accounts Office in Erwin 103 and then present your receipt to the Career Services staff.*

PAYMENT FOR REQUESTS MADE BY OUTSIDE PARTIES

On those occasions that the Career Services Office receives a request for a candidate's file directly from an employer or graduate school, the candidate will be billed once the file has been sent.



To the Candidate:

Please TYPE or print (in black ink) the information requested at the top of the reverse side of this form.

You must indicate whether or not you have waived your right of access to this letter. If you waive access, the letter is considered confidential and you cannot read its contents. Be sure to provide your signature in the appropriate space.

Instruct your author to forward this letter directly to the Career Services Office. We will not accept letters submitted directly by a candidate.

Letters submitted for inclusion in your placement file become property of the Career Services Office.

To the Author:

Thank you for agreeing to write a letter of recommendation for this candidate. It is an important document that may assist this person with securing employment or gaining admission to graduate school. **IF YOU FEEL THAT YOU CANNOT WRITE ON BEHALF OF THIS PERSON, WE ENCOURAGE YOU TO DISCUSS THIS MATTER WITH THE CANDIDATE.**

Try to support your comments with specific examples; you may wish to address:

- how long and in what capacity you have known this person
- academic and/or work performance, past and present
- interpersonal and communication skills

Please TYPE or print (in black ink) your comments. If your letter runs beyond one page, use an additional sheet of paper.

Important! If the candidate has not waived his/her right of access to this letter, it will be treated as non-confidential ("open") and may be reviewed by the candidate. If access has been waived, the letter is "confidential."

You may wish to use letterhead stationery in place of this form. If so, please indicate, preferably in the upper right corner, whether the letter was solicited as "CONFIDENTIAL" or "OPEN". Letters not so indicated will be considered "open" and will be shown to the candidate on request.

Comments concerning race, sex, religion, national origin, age, disability, marital status or status as a Viet Nam era veteran should not be made as they may serve as a basis for charges of discrimination.

Please send this letter directly to the Career Services Office, SUNY Geneseo, Blake A 104, 1 College Circle, Geneseo, NY 14454.

This side will not be duplicated.

To the Candidate:

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