



Warrington College of Business Administration  
Hough Graduate School of Business  
Graduate Business Career Services

256 Bryan Hall  
PO Box 117152  
Gainesville, FL 32611-7158  
352-273-3264  
M-F 8:00am to 5:00pm

**UF MBA PROGRAMS  
CAREER SERVICE POLICIES FOR  
STUDENTS ENROLLED IN WORKING PROFESSIONAL PROGRAMS**

Many of the students enrolled in the external degree programs offered by the UF MBA Programs receive some degree of financial sponsorship from their employers. This financial sponsorship presents ethical dilemmas when it comes to using certain services provided by Graduate Business Career Services. Because of this, the UF MBA Programs have adopted the following guidelines:

1. All students will have full access to the staff of Career Services and are encouraged to take advantage of any service that can be defined as career enhancing within their current firm. These services would include career advising, helping to establish a clearly defined career plan, resume preparation, interviewing and communication skills, etc.
2. Because they are members of the University of Florida community, all students have full access to all of the services offered by the University's Career Resource Center.
3. Students are not allowed to participate in any recruiting activities (such as on-campus recruiting) whose only purpose is to switch employment, except under the following conditions:
  - Students who are paying for 100 percent of their education are free to utilize all career service resources and do not need permission from their current employer to do so. For example, in terms of recruiting, they are free to contact companies that will be interviewing on campus, identify the program they are in, and request an on-campus interview. The decision to provide an interview slot for the student is at the discretion of the company.
  - Students who are receiving any degree of financial sponsorship from their company must first receive permission from their current employer (immediate supervisor) to participate in career-switching activities. Once they have received this permission, they will have the same access as those students who are financing 100 percent of their education.

**STUDENT INFORMATION:**

I certify that I do \_\_\_ do not \_\_\_ receive financial sponsorship from my current employer.

Name	Signature	Date
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**EMPLOYER INFORMATION** (*Section to be completed by employer if Student has Financial Sponsorship*): The employee named above receives financial sponsorship from his/her employer but may participate in any and all services offered by the UF MBA Career Services office. (A copy of this form will be sent back to the company's Human Resource Department for inclusion in the employee's personnel file)

Name	Signature	Date
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Title	Company Name
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Mailing Address/City/State/Zip Code