# Dickinson Next Alumni Career Coaching Program

## Participant Expectations & Guidelines

Thank you for participating in the Dickinson Next Alumni Career Coaching Program. This benefit is designed to provide Dickinson alumni with access to experienced career coaches who can offer guidance on career exploration, job searches, career transitions, leadership development, workplace challenges, and professional growth.

To ensure a positive and productive experience for both alumni and coaches, we ask participants to adhere to the following expectations.

## Preparing for Your Session

To make the most of your career coaching appointment, participants are expected to:

- Complete any pre-session questionnaires or assessments requested by the coach.
- Review and sign any required program documents before the session.
- Consider your goals and objectives in advance of the appointment.
- Arrive prepared to discuss your career questions, challenges, and desired outcomes.
- Complete any agreed-upon action items between sessions.

## Professional Conduct

Participants are expected to:

- Treat coaches with professionalism, courtesy, and respect.
- Participate actively and honestly in the coaching process.
- Be receptive to feedback, suggestions, and coaching recommendations.
- Recognize that career coaches serve as guides and advisors; implementation of recommendations remains the responsibility of the participant.
- Maintain appropriate professional boundaries throughout the coaching relationship.

**Scheduling and Communication**

- Alumni are responsible for scheduling appointments directly with their assigned coach.
- Participants should respond to coach communications in a timely manner.
- If circumstances require rescheduling, participants should provide as much notice as possible.

**Cancellation and No-Show Policy**

To respect the time and availability of career coaches:

- Participants must provide at least **24 hours' notice** if they need to cancel or reschedule an appointment.
- Failure to provide 24 hours' notice may be considered a late cancellation.
- Participants who do not attend a scheduled appointment and do not notify the coach in advance will be considered a **no-show**.
- Dickinson reserves the right to determine eligibility for future coaching sessions when appointments are missed without notice.

**Scope of Coaching Services**

The Dickinson Next Alumni Career Coaching Program is intended to provide career-related guidance and professional development support.

Services may include:

- Career exploration and planning
- Job search strategies
- Resume and LinkedIn review
- Interview preparation
- Networking strategies
- Leadership and professional development
- Career transitions and workplace challenges

This program does **not** provide:

- Legal advice

- Financial advice
- Mental health counseling or therapy
- Crisis intervention services

If a participant requires support outside the scope of career coaching, the coach may recommend other appropriate resources.

**Confidentiality**

Career coaches are expected to maintain appropriate confidentiality regarding coaching conversations. However:

- Coaching conversations are not legal or clinical counseling relationships.
- Participants should use discretion when sharing highly sensitive personal, financial, legal, or medical information.
- Information may be disclosed when required by law or when there is a concern regarding safety or harm.

**After the Initial Session**

Dickinson provides funding for the initial coaching session. Participants may choose to continue working with their coach beyond the initial session. Any additional services, fees, scheduling arrangements, or coaching engagements beyond the Dickinson-sponsored session are solely between the alumnus/a and the coach.

**By participating in the Dickinson Next Alumni Career Coaching Program, alumni acknowledge these expectations and agree to conduct themselves in a professional and respectful manner throughout the coaching engagement.**