Career and Cooperative Education Service Charter

Your Career and Co-operative Education Department provides one-stop access to employment and job readiness services through respectful, flexible, confidential and personalized service. The staff is committed to providing the highest standard of service possible. Our success is measured by your satisfaction and your success.

Our Service Standards

- We provide employment information and job search support for all current full-time students and alumni within three years of graduation from Fanshawe College.
- Requests requiring a scheduled appointment will take place within 4 business days. Urgent issues will receive service ASAP.
- Any inquiries including, voice messages to the general office number (519-452-4294) or emails to jobsite@fanshawec.ca will receive a response within 1 business day.
- You will wait no longer than 10 minutes for your scheduled appointment with a Career or Co-op Consultant. If extenuating circumstances arise, and it is anticipated that the wait will be longer you will be advised within that 10 minute timeframe.

Students and alumni receive:

- Access to the Career and Co-op Jobsite, Career Fair and other career events.
- Information and workshops on all relevant employment related topics.
- Access to email, computers, the Internet and fax.
- When appropriate, referral to other Fanshawe College services and to community resources that offer assistance relevant to your needs.

Co-op students receive:

- Mandatory employment preparation workshops and guidance.
- Support in finding appropriate work term opportunities.
- Advice and guidance in resolving workplace issues.
- Monitoring and assessment of success while on work terms.

As our student/alumni, you have the responsibility to:

- Honour your commitments to Fanshawe College, to employers and to yourself by attending all interviews, workshops and career events to which you have committed in a timely fashion and by being fully prepared.
- Treat everyone, including staff, with courtesy and respect.
- Provide complete and accurate information.
- Provide us with honest feedback.

We aim for excellence! Let us know how we can improve.

- Speak with the Career Services or Co-operative Education Consultant assigned to your program.
- Complete the feedback form in our lobby.
- Provide feedback to the Manager or Assistant Manager.