



CREENTIAL PACKET INSTRUCTIONS

Prospective employers receive their first impression of you from information that you provide. Keep this in mind when you prepare such material. Employers use written material as a screening device in selecting candidates; thus, the general appearance and content are very important.

ABOUT THE REQUIREMENTS FOR CREDENTIAL REGISTRATION...

RESUME REQUIREMENT – One copy of your current resume or curriculum vitae is required to support credential services.

THE CREDENTIAL REGISTRATION FORM - This Registration Form is required in order to fully process your credential file and is maintained in your file for Career Services' information only. Your file will be stored for five years from your graduation date at which time; any references will be scanned and archived. Credential files may be updated at any time and can be used beyond the five years.

TRANSCRIPTS/ACADEMIC GRADE RECORD – Many employers are interested not only in the concentration of courses relating to a specific field, but also in the diversity of courses taken; hence, this record will serve to provide this information when an official transcript is not otherwise required. Official transcripts can be obtained from the WVU Office of Admissions and Records. Once we copy an official transcript, it will no longer be an "official" copy. If you are unable to obtain an unofficial or official WVU transcript, an Academic Grade Record Form may be substituted. You may receive an academic record form at the Career Services Center or by clicking the link above. You may print your grades from Star although this is not recommended.

NOTE: For duplicating reasons, the Career Services Center does not accept transcripts from other colleges/universities.

REFERENCES. References lend support to your personal history and self-evaluation. Three references are the typical number requested by employers/graduate schools. Forms may be obtained at the Career Services Center or by clicking this link: Reference Form. In selecting your reference writers, ask individuals who know you and can comment on your ability to perform. "Character references" are rarely required by today's employers. Try to choose reference writers from summer employers, internships, University advisors, military commanding officers, campus organization associates, and faculty in your field. Candidates should include a reference from their current employer. Before distributing the forms, read and complete the top of the form. Once your confidentiality option is selected, you can not change it. Distribute the forms personally, and ASK the person if they can provide you a "good" reference. It is courteous to provide an addressed, stamped envelope with the reference form. (In accordance with the Family Educational Rights and Privacy Act, copies of non-confidential references only, can be released to the candidate.) **ORIGINAL REFERENCES, REGARDLESS OF CONFIDENTIALITY, MUST BE MAINTAINED IN THE CREDENTIAL FILE.**

CREENTIAL RELEASE PERMIT

Be sure to sign this permit. Your credentials will not be released in support of your candidacy without your signature on the Credential Release Permit.

Please contact our office if you have further questions.

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