

## **Career Center Procedure**

1. **Faculty Members** must provide a finalized copy of the class roster to the Career Center Office before any student can schedule an appointment. Please email the roster to [lwammack@una.edu](mailto:lwammack@una.edu) along with the name of the course and a copy of the assignment.
2. In order to receive credit for completing the assignment, students must schedule appointments no later than one week prior to the last day of classes. Students must attend his/her scheduled appointment by the last day of classes.
3. **Students** will be required to:
  - a. Inform the Career Center that they are scheduling a meeting for a class assignment and give the name of their instructor.
  - b. Sign the roster for each assignment completed. If the student fails to sign the roster, no credit will be granted.
  - c. Stay for the entire length of the meeting/event in order to receive credit.

### **Strong Interest Inventory & Myers Briggs Type Indicator**

The Career Center offers two assessments, the Strong Interest Inventory and the Myers Briggs Type Indicator. If a faculty member would like to use the assessments as part of a class assignment, the students will be charged \$12 for the Strong Interest Inventory and \$15 for the Myers Briggs Type Indicator. The students must come in for an individual interpretation of the Strong Interest Inventory. Individual appointments or a class presentation can be used for interpretation of the Myers Briggs Type Indicator.

The paper version of the MBTI can be given and interpreted with no charge to the student. This will require one of our CPD staff members to meet with the class on two occasions. The first class meeting will be to explain and administer the MBTI. The second class meeting will be to distribute and explain the results.