

User Agreement for the ABF Career Alliance

The mission of The Albert Baker Fund (ABF) is to serve the Cause of Christian Science and humanity by providing resources for the education and development of Christian Scientists.

By providing the ABF Career Alliance, The Albert Baker Fund is offering a practical way of “Passing Your Blessings Forward,” which is central to our continuing efforts to support the development of Christian Scientists. The ABF Career Alliance operates in the spirit of “limitless opportunity.” It provides an easy-to-use process that connects all who practice Christian Science, and those friendly to Christian Science, spanning generational, gender, racial, cultural, and socio-economic boundaries. We believe this inclusiveness in the Career Alliance will create an authentic and vibrant career network that will facilitate a vital link between Seekers and Allies.

Code of Conduct and Commitments

As a Career Alliance Seeker or Ally, I will conduct myself professionally and hold myself to both a high ethical standard and a high level of personal responsibility. I will maintain confidentiality. I’m aware that my actions reflect upon the ABF Career Alliance, my fellow Seekers, Allies, and myself.

The following policies and principles have been established to ensure professional conduct throughout the ABF Career Alliance. I agree to adhere to these principles and standards in all my interactions.

Honesty and Integrity

As a Seeker, I acknowledge that my honesty and integrity throughout the ABF Career Alliance career development and the job/internship search process reflect on my character. Therefore, I will provide accurate and complete information as requested.

Professional Communication

As a Seeker, I understand that communicating and presenting myself in a professional manner by being courteous and respectful in my dealings with others – whether such interactions are in person, in writing, by phone, or by email – are critical in my job/internship search as well as for my professional development.

I agree to do the following:

- Acknowledge calls, emails, and invitations for interviews, events, and informational discussions, as well as respond in a timely manner.
- Attend all one-on-one and group interactions with employers, Allies and other professionals that I have scheduled. These include on-and off-campus interviews,

information sessions, employer site visits, career fairs, workshops, webinars, seminars, and mixers.

- Withdraw from all internship search activities once I have accepted an offer for that particular semester or summer.
- Withdraw from all job search activities once I have accepted an employment offer and notify the ABF Career Alliance by updating my profile and checking the box “job found.”
- Monitor publicly available content by and about me (text, voice, and photo), including content and photos on Google mail, personal blogs and social networking sites. I will make reasonable efforts to remove material that professionals may deem inappropriate or unprofessional.

Interview Attendance

As a Seeker, I understand that I may choose to decline the invitation for an interview with an Ally or employer. However, if I do schedule an informational interview or job interview, I understand that I am expected to attend. If I need to cancel, I understand that I must notify the Ally by phone and email, and the ABF Career Coordinator by email, at least **two business days prior to my interview date/time or as soon as possible**. If I fail to do so, my access to the ABF Career Alliance may be revoked. However, at the discretion of the ABF Career Alliance, my access may be reinstated.

As an Ally, I understand that I may be selected to interview a Seeker and choose to decline the interview. However, if I do schedule an informational interview or job interview, I will make every effort to attend. If I need to cancel, if at all possible, I will notify the Seeker by phone and email, and the ABF Career Coordinator by email, at least **two business day prior to the scheduled interview or as soon as possible**. If I fail to show up for the interview without appropriate/reasonable advance notification for a second interview, the ABF Career Alliance may cease offering interview opportunities to me.

Networking Policy

As a Seeker, I understand I will network with Allies in a professional manner as defined below:

- Ask for advice, information, and referrals; I will not ask for a job or internship while participating in an information interview.
- Follow-up with a brief handwritten thank-you note after networking with an individual.
- Refrain from sending unsolicited emails or text messages (spam) to a contact nor sending multiple written or phone messages to someone I’ve interviewed with unless invited to do so. I will not make unsolicited phone calls.
- Refrain from asking a networking contact to mass distribute my resume.
- Refrain from sharing networking contacts’ information with others without the contact’s permission

Consequences of Improper Behavior

As a Seeker, I understand that failure to adhere to the User Agreement will result in one of the following:

- Removal from the ABF Career Alliance group on LinkedIn
- Revocation of access to the Career Alliance
- Suspension of all ABF Career Alliance services

Ally Guidelines and Expectations

As an Ally, I will offer honest, candid, and kind remarks to the Seeker throughout our interactions. I will answer relevant industry questions to the best of my ability and share industry specific ideas and knowledge. I will make every effort to share connections and make personal introductions for qualified candidates. I will follow through on any specific requests that I accept and on any action items that I have agreed to perform.

Participation and Eligibility

In order to participate in the ABF Career Alliance, as a Seeker or Ally, I will do the following:

- Agree to adhere to the entire Draft User Agreement for the ABF Career Alliance and Declaration Waiver of Agreement. Furthermore, I agree that by participating in the ABF Career Alliance, I am committing to the goal of "Passing Your Blessings Forward."
- Complete the new User Registration.
- Complete and update a professional LinkedIn profile and paste the URL of the LinkedIn profile into the Career Alliance New User Registration.
- Submit an updated and professional resume and cover letter to the "Documents" tab in the sign-up profile.

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By using this service you are agreeing to be bound to the following terms:

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1. Permitted License Uses and Restrictions.

a. Subject to the terms and conditions of this License, The Albert Baker Fund ("ABF") is granting you a limited non-exclusive license to use the Albert Baker Fund Career Alliance software and services ("ABF Alliance Application").

b. You agree to use the ABF Alliance Application software and the Services (as described in Section 2 below) in compliance with all applicable laws, including local laws of the country or region in which you reside or in which you download or use the ABF Alliance Application software and Services.

2. Services.

a. The ABF Alliance Application may enable access to the ABF Career Alliance Program and other ABF and third party services and web sites (collectively and individually, "Services"). Such Services may not be available in all languages or in all countries. Use of these Services requires Internet access and use of certain Services may require an ABF identification number ("ID"), and may require you to accept additional terms.

b. Neither ABF nor any of its content providers guarantee the availability, accuracy, completeness, reliability, or timeliness of information, location data or any other data displayed by any Services.

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a. If you are a customer who is a consumer (someone who uses the ABF Alliance Application outside of your trade, business or profession), you may have legal rights in your country of residence which would prohibit the following limitations from applying to you, and where prohibited they will not apply to you. To find out more about rights, you should contact a local consumer advice organization.

b. YOU EXPRESSLY ACKNOWLEDGE AND AGREE THAT, TO THE EXTENT PERMITTED BY APPLICABLE LAW, USE OF THE ABF ALLIANCE APPLICATION AND ANY SERVICES PERFORMED BY OR ACCESSED THROUGH THE ABF ALLIANCE APPLICATION IS AT YOUR SOLE RISK AND THAT THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT IS WITH YOU.

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