

## CAREER SERVICES COMMITMENT

### 'CONTACT' GUIDELINES

#### WHY IS IT IMPORTANT FOR ME TO KNOW THIS INFORMATION?

To remain eligible for the Money Back Guarantee (MBG), you have committed to "On a weekly basis throughout the Job Search Period, make contact with at least eight (8) individuals, verified by first and last name, at prospective employers within your field of study with respect to the Money-Back Guarantee Qualifying Program (recording evidence of such contact to be furnished upon request by Flatiron School) and update your job-search tracking tool with a written summary of all such job search activities"

#### HOW DO I KNOW IF AN ACTIVITY COUNTS? Yes, it counts | No, it doesn't

##### CONTACT WITH RECRUITERS

- Making contact with an internal recruiter (i.e. a recruiter employed by a *prospective employer*) or a member of the HR or People teams at a *prospective employer*
- Making contact with an external (third party) recruiter (i.e. headhunters)

##### CONTACT WITH FLATIRON SCHOOL ALUM

- Making contact with a Flatiron School alum who is *employed at a prospective employer*
- Making contact with a Flatiron School alum who is *not currently employed at a prospective employer*

##### CONTACT WITH A 'CONNECTOR'

- Making contact with a "connector" *employed at a prospective employer*
- Making contact with a "connector" *not employed by a prospective employer* (i.e. your uncle who's a dentist...and whose office does not have a tech or design team)

##### CONTACT WITH INDIVIDUALS ON LINKEDIN

- Personalized outreaches and personalized LinkedIn Connection Requests with *anyone who is employed at a prospective employer* or professional networking contacts within the industry
- Generic, blank LinkedIn Connection Requests

##### FOLLOWING UP WITH INDIVIDUALS YOU MET AT A MEETUP

- Making contact after a meetup with *anyone who is employed at a prospective employer* (internal HR/recruiters, or event attendees, or organizers/speakers) to ask for a follow-up meeting/chat
- Making in-person contact with individuals at a meetup without re-connecting afterwards digitally, with an 'ask' for a follow-up meeting/chat
- Making follow-up contact with individuals who you met at a meetup who are *not employed at a prospective employer*

##### EMPLOYER PARTNERSHIPS (EP) INTRODUCTIONS

- Making direct contact with a *prospective employer* through an introduction from the Flatiron School EP team
- Making contact with the Flatiron School EP team

##### COMMUNICATIONS FROM EMPLOYERS

- Communications (offer, follow-up, thank you, rejection, etc.) from a *specific person at a prospective employer*. (N.B. Students are strongly encouraged to reply directly to rejection notifications to request feedback, and to request to remain in consideration if the company's hiring needs change.)
- Communication from a bot/auto-responder

##### CODE CHALLENGES

- Code challenge submission/interview with multiple individuals at a *prospective employer*
- Submitting a code challenge to an impersonal submission form (i.e. NOT to a specific individual)

##### TECHNICAL INTERVIEWS

- Making contact with *individuals at prospective employers* in the course of technical interviews
- Making contact with a Flatiron School employee for a technical coaching session

#### HOW OFTEN CAN I CONTACT THE SAME INDIVIDUAL? yes, it counts | No, it doesn't

- Making contact with an *individual at a prospective employer* once in Week 1 of your job search and a second time in Week 2 of your job search ← This counts as TWO.
- Making contact with an *individual at a prospective employer* four times in Week 1 of your job search ← This counts as ONE. "8 specific individuals...each week" must be 8 unique individuals in each week

#### HOW DO I RECORD EVIDENCE OF CONTACT? yes, it counts | No, it doesn't

On a weekly basis, update the Flatiron School job-search tracking tool with a written summary of job search activities and neatly file and keep a record of your emails and LinkedIn messages in case you are asked to furnish evidence upon request.

Utilizing a personal tracking tool that is NOT the Flatiron School job-search tracking tool for a written summary of weekly activities.