



Career Center Reciprocity Guidelines

The Career Center at Mansfield University of Pennsylvania grants reciprocal use of career services at no cost to degree candidates and alumni of other colleges and universities* that meet the conditions below:

Conditions of Reciprocity:

- A letter of reciprocity must be submitted from the school's career services office from where the candidate attends or has graduated.
- The letter must verify the requester's name, date of graduation, degree, academic major, and current academic status.
- A statement that offers reciprocal use of career services to Mansfield University of PA students/alumni must also be included. The statement must outline which services will and will not be available to Mansfield University of PA students/alumni.
- Statements must be sent to:

Nichole Lefelhoc
Career Center
Mansfield University of PA
Ground Floor, Alumni Hall
31 S. Academy Street
Mansfield, PA 16933
nlefelhoc@mansfield.edu
570-662-4133 (phone)

Reciprocal Services Available at Mansfield University:

- Use of the career resource center and career information materials
- Career coaching appointments
- Website materials
- Resume/cover letter critique services
- Career development seminars and workshops
- Mock interviews

Services Not Available at Mansfield University:

- On-campus recruitment program
- Access to online job/internship listing program (Handshake)
- Internship information
- Access to Professional Clothes Closet

The reciprocal service conditions listed above are specific to Mansfield University. Other universities may allow different services at their discretion.

*Students/alumni of PASSHE institutions are automatically granted reciprocity. Students/alumni should first work with their home institution's Career Center before contacting another PASSHE school.