Career Coaching Agreement

Our Career Coaching Appointments are:

- **Student-led.** You are the expert on you, we are here to help you explore, design, and build your career.
- **Action-oriented.** You will co-create action steps with your career coach that you can complete between appointments to achieve your goals.
- **Outcomes-oriented.** You will be able to define your appointment goals with your career coach to ensure each appointment is focused and addresses your needs.

Career Coach Expectations:

- Review your appointment request in advance of the meeting.
- Spend 25 minutes with you to address the topic of your choosing.
- Be available for future appointments if you need additional support.
- Provide a sounding board for reflection, pose insightful questions, direct you to internal and external resources, and share strategies for building connections.

Student Expectations:

- Arrive on time; come prepared with questions, and a notebook or personal note-taking device.
- Be prepared to share your goals for the appointment or attending career coaching. (Example: I’d like to tailor my résumé to a specific application, or I’d like to explore my career options and work on goal setting.)
- Take ownership of your career goals and journey. Personal ownership might include being open to reflective conversations, engaging in recommended activities, or completing action steps between appointments.
- If you can no longer attend your appointment, please cancel your appointment in Handshake within 24 hours to free up the time for another student.

If you have any questions, please share them with your career coach at your appointment or email Emily.Merritt@trincoll.edu.