**Alumni Career Coaches Will:**

* Offer University of Denver alumni one free intake appointment of at least 15 minutes
* Offer University of Denver alumni clients a discount of at least 20% off their standard rate
* Provide DU with a professional bio and photo, including background, areas of expertise, geographic region, website links and contact information
* Present a Professional Development webinar in 2021/2022 as requested by Alumni Career & Professional Development staff with the topic determined in consultation with DU staff
* Provide up to two resume/cover letter/LinkedIn profile reviews with recommended edits per month for DU alumni as requested by the Alumni Career & Professional Development staff
* Track their DU alumni clients and provide DU with a list of these clients quarterly in order to allow DU to assess the program and its utility and success
* Maintain a website for their coaching business
* Not perform job-search functions (i.e. writing resumes, cover letters) for their DU clients outside of resume/cover letter/LinkedIn profie reviews unless Participant and the DU client agree separately to do so
* Not malign DU or associated entities or individuals in their coaching sessions
* Sign an Alumni Career Coach agreement outlining these terms before being listed on the website

**Alumni Career and Professional Development Will:**

* Screen and vet all potential alumni career coaches
* List alumni career coaches on the DU career website
* Include a link to the list of alumni career coaches once per year in the Alumni Career & Professional Development newsletter
* Market the program through other channels (i.e. social media) as appropriate
* Provide alumni career coaches with priority consideration during Alumni Career Webinar scheduling
* Survey alumni clients regarding their experiences with alumni career coaches and share with the coaches as appropriate
* Reserve the right to remove alumni career coaches from the directory at their discretion

**Alumni Career and Professional Development Will Not:**

* Provide alumni career coaches with a list of alumni and/or alumni contact information
* Set or provide rate details, other than discount information
* Recommend specific providers

**Please note that this is a fee-based offering incentivized for the DU community. Alumni career coaches participating in the program are in no way affiliated with DU, the Office of Alumni Relations, or Alumni Career and Professional Development. These professionals are independent contractors and are not being compensated or retained by DU, the Office of Alumni Relations, or Alumni Career & Professional Development.**

**Proposed Vetting Questions**

* What is your philosophy of career coaching?
* How long have you been coaching? What led you to pursue it as a career?
* What services do you provide? How do you structure the offering of these services?
* Do you have an industry or job function specialization?
* Are you comfortable working with a diverse population with a wide range of experience levels (i.e. career exploration, changing careers, career progression, mid-level and C-level beyond)? If not, please specify what group(s) you’re comfortable working with.
* How many clients do you typically work with per year?
* In what capacity do you work with these clients (i.e. one-on-one sessions, group sessions)?
* How are your coaching sessions structured? What increments of time do you work in?
* How do you prefer to work (i.e. live, Skype, Zoom, phone, email, combination)?
* How do you measure your clients’ success?
* Do you keep records of your coaching sessions? If so, where?
* Can you provide an overview of your rate structure? Under this program, we request that you provide DU alums with a 20% discount. Can you do that?
* What professional organizations/groups do you belong to? Do you have any certifications?
* Can you provide three client references?