

Career Consultations - Rights & Responsibilities

Welcome! We look forward to working with you. Before your appointment we would like to clarify expectations to ensure a smooth and productive session and help you move on your way to your career goals.

Our role is to...

- engage with you in respectful ways that let you know you matter
- promote self-directed learning consistent with your career needs
- provide career education and suggestions on strategy and technique
- integrate inquiry, information and insight
- refer you to appropriate resources and services for further consultation

Your role is to...

- Assume responsibility for your career and academic decisions and be proactive in working towards your goals
- Consider the information and suggestions you receive using your own judgment as to how they apply to you
- Keep track of notes created in appointments and bring to subsequent meetings

Privacy of Information

Personal information that you provide during your session will not be disclosed to any person outside of Queen's Career Services without your consent, outside of the conditions outlined below. Counsellors are ethically and/or legally required to disclose your information to the appropriate authorities under the following exceptions:

- If clients indicate that they or another person may be a danger to themselves or others
- In the case of reported or potential child abuse or neglect (ie. someone presently under the age of 16)
- When the court issues a summons for records or testimony

Within Career Services, counsellors may disclose information for the purposes of professional consultation, in which case your identity will remain confidential. We also store student profiles and attendance records in our electronic database for the purpose of providing statistical data about our services.

If you have any questions or concerns, please discuss them with your Career Counsellor prior to commencing your Career Consultation or contact Career Services directly.