Career Center Services
During COVID-19, Career Center services will continue remotely. The following services are available for Calvin students and alumni:

- **Online Chat** – beginning April 6, the Career Center will have an online-chat option available 10:00 a.m. – 4:00 p.m. Monday – Friday. To engage with our chat feature, please visit [https://calvin.edu/offices-services/career-center/](https://calvin.edu/offices-services/career-center/)

- **Career Coaching** – to schedule an appointment, please go to Handshake [https://calvin.joinhandshake.com/login](https://calvin.joinhandshake.com/login). When scheduling, students will have the option to select an appointment medium (online via Microsoft Teams, phone, or email).

- **Career Connection Workshops** – the Career Center team is partnering with other Career Centers, employers, and our own Career Coaches to provide a series of webinars on topics such as job and internship searching, LinkedIn, online networking, and more during COVID-19. To find out the date and time of these events, please visit [https://calvin.joinhandshake.com/login](https://calvin.joinhandshake.com/login).

- **Walk-In Hours** – beginning April 6, the Career Center will have daily walk-in hours between 3:00 – 4:30 p.m., Monday – Friday. To chat online with a Career Coach during this time, visit [https://calvin.webex.com/meet/career](https://calvin.webex.com/meet/career)

Career Center and Other Resources

- **Job and Internship Searching:**
  - Handshake, [https://calvin.joinhandshake.com/login](https://calvin.joinhandshake.com/login)

- **Resume Creation**: Optimal Resume, [https://calvin.optimalresume.com/](https://calvin.optimalresume.com/)

- **Professional Networking**: LinkedIn, [https://www.linkedin.com/](https://www.linkedin.com/)

- **Online Training**: LinkedIn Learning, [https://www.linkedin.com/learning-login/](https://www.linkedin.com/learning-login/)

Calvin LifeWork
During COVID-19, CLW students are expected to complete all assignments with the exception of the teamwork module. The Escape Room will resume once students return to campus. Therefore, the module will be extended and there will be no penalty if not completed at this time.

To access CLW, visit [https://clw.calvin.edu/](https://clw.calvin.edu/)
The current situation has disrupted many people across all industries, including student employees. Disruption has also created some temporary job opportunities off campus – such as at grocery stores, grocery delivery services, in-home childcare, and more. We hope that students who need employment will get creative and pick up jobs that fit until we can provide more on-campus or remote opportunities.

- **Will I be allowed to work remote?**
  Working remote depends on your place of residence and the type of work being performed.
  - For those residing in the US (pending state), remote work may be permitted. There are some essential student employment positions that will accommodate student employees working remotely. Supervisors will determine if remote work is feasible.
  - For those residing outside the US: remote work is not permitted. This is due to the fact that Calvin is not registered as an employer for any country outside the United States. Most countries do not allow remote payrolls from a foreign entity without following each unique set of employment laws.

- **What are examples of remote work?**
  Examples of remote work being performed includes: tutoring/coaching, research, grading/responding to peer questions, data analytics, leading conversation groups, social media, graphic design, and updating websites.

- **Is there a chance that my work schedule will change?**
  Yes, and this will depend on the particular role and type of work. For example, some student employment positions may be impacted by the reduction or cancellation of events and programs, which may reduce staffing needs. Other student employment positions may be called upon to work additional hours to support Calvin’s efforts to continue operations. Student employees should work with their supervisors to determine staffing needs and should clearly communicate their availability and preferences.

- **Am I required to work the remainder of the semester?**
  No. Students may choose to work remotely if that option is available, but they are not required to do so. Students who decide not to work should notify their supervisor immediately.

- **If I am unable to work the rest of the semester, will I have to resign from my position?**
  It depends. Some positions will be able to resume in the fall while others may not. You will need to work directly with your supervisor to determine if your position will be available in the future.

- **How do I resign from my student employee position?**
  You will need to contact your supervisor and let him/her know that you would like to terminate your employment.
• Will I be paid if I do not work?
  o No. Students will only be paid for the hours that they work.

• Are student employees eligible for unemployment?
  o No. Calvin understands from the state of Michigan that full-time students employed by the same institution in which they seek a degree are ineligible for unemployment benefits. For any student employee, full-time enrollment in a degree seeking program makes their primary purpose for the connection to Calvin educational, not employment-related.

• Will there be more job opportunities available this semester?
  o It depends. Each department is currently trying to identify their student employee needs for the remainder of the semester. There may be positions available for students to apply for in upcoming weeks once staffing needs have been determined. Students should regularly check Handshake (calvin.joinhandshake.com) for job openings.