



Client Disclosure

The Capital Resource Network is honored to serve regional employers in helping to ease the transition of their newly hired and/or relocated employees to the Capital Region. The Network is here to help welcome, introduce and integrate its clients (newly transitioned employees referred to the Network) over a period of six months.

Services

The Capital Resource Network respects its clients' rights to privacy as they join their new community and begin this phase of their life in the Capital Region and will maintain confidentiality of client information to the extent possible, recognizing that UC Davis is a public institution subject to the Public Records Act.

The Capital Resource Network is not a Human Resources program of the hiring employer. There is no relationship or obligation between the hiring manager and the Capital Resource Network. Personal client information received through interaction with the Capital Resource Network is not shared with the hiring employer.

In instances where the client asks for information or resources that can only be addressed by the employer, those questions may be referred to the employer so that the employer and client can have a direct conversation.

Payment

There is no payment made to the Capital Resource Network by the client for services provided. Payment to the Capital Resource Network is made in direct agreement with the employer. Employers partner with the Capital Resource Network to provide their referred employee with a welcoming support system external to their place of work.

About the Dual-Career Services Program

Clients utilizing dual-career services are not guaranteed employment. Dual career support cannot and does not guarantee job placement or create job openings. Further, the dual-career services by the Capital Resource Network does not compromise the normal hiring or search process, but it does provide support by assisting in creating a professional network for the spouse/partner to enhance their job search.

The success of any job search and how long it takes can be dependent on many factors. These include but are not limited to: a dual-career client's initiative, credentials and related local job openings, how flexible the dual-career client is able and willing to be with respect to salary level and requirements, willingness to commute, work status eligibility, and overcoming or strengthening a professional social media presence. Please refer to the *Professional Social Media Responsibility* entry below.

Career searches are most successful when the dual-career client takes initiative. Clients are urged to be engaged and active in their job search, using the Dual-Career Services Program's many resources as well as complimentary sources of information. To advance the process forward, clients are expected to work in tandem with the Capital Resource Network, complete recommended steps in the process, and communicate information that may assist the Capital Resource Network in defining search parameters. If for any reason the client does not find employment, employer fees will not be discounted or adjusted.

The Capital Resource Network may distribute client's resume/job materials, make advocacy calls to employers, or market the client/and or skills to a professional audience in an effort towards helping them gain employment, if permission is granted. *Please refer to the check box at the end of this document.*

Third Party Referrals and Service Providers

The Capital Resource Network makes an effort to establish a working relationship with preferred services providers by providing a full orientation about the Capital Resource Network when possible, and by learning about the service provider's professional philosophy and customer service ethics. The Capital Resource Network also provides the service provider with the important goals of providing clients with a positive customer experience. The Capital Resource Network cannot, however, guarantee service provider results.

Lockbox Policy

The Capital Resource Network can place lockboxes with keys so that clients may conveniently access entry into their new residences. Clients must agree to indemnify and hold The University harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees, which may arise in connection with the use of a lockbox provided by the Capital Resource Network.

Professional Social Media Responsibility

The Capital Resource Network places a high emphasis on displaying professionalism at all times. As it relates to our clients' job seeking efforts within the Dual Career Services Program, the Capital Resource Network will be stressing the underlying importance of social media tools—as a useful job search function as well as a job search deterrent. How each candidate presents themselves to employers and hiring managers through their online presence can often times disassemble job prospects for capable and talented professionals. During the intake consultation, our staff will discuss some social media pitfalls. The Capital Resource Network will exercise the right to have each client maintain and manage their professional online brand responsibly before we actively engage in the Dual Career Services Program. Clients will be googled by potential employers. It is imperative for each client to have an immaculate online presence and a professional reputation intact.



- I have read and understand the information outlined in the Client Disclosure form.
- I give the Capital Resource Network permission to market my professional skills.

Please sign and return by email to the Capital Resource Network; or return hardcopy during your in-person meeting.

Employee referred to CRN:

Signature _____

Date: _____

Printed Name _____

Dual-Career Client (spouse/partner to referred employee):

Signature _____

Date: _____

Printed Name _____