

## UNIVERSITY OF MINNESOTA

### Handshake Student User Agreement

In consideration of the efforts Career Services Offices (CSOs) make to assist me in establishing contacts with employers, I agree to adhere to the following guidelines.

I Agree:

- To uphold the University's values and tradition of ethical behavior: honesty, trustworthiness, respect and fairness in dealing with other people, and a sense of responsibility toward others.
- To have my resume available to employers who have been granted access to Handshake, and wish to conduct online searches for resumes (I can opt out of this at any time once my account is set up within Handshake).
- To keep my Handshake account information current, including keeping my contact information with the University up-to-date, and updating my resume as I gain relevant experience.
- To answer ALL correspondence from prospective employers.
- To discontinue interviewing upon the acceptance of an offer.
- To honor all employment agreements with employers / organizations.

#### On-Campus Interviewing Policy

I Agree:

- To keep ALL scheduled interviews as specified in the On-Campus Interviewing Policy stated below.

A scheduled interview may be rescheduled or canceled without a penalty up to 2 business days in advance. To reschedule or cancel an interview 1 to 2 business days in advance, I must call the career center that is hosting the interview. Canceling an interview less than 1 business day in advance or failing to appear for a scheduled interview (a no-show) is a violation of the on-campus interview policy. As a consequence, my Handshake account will be immediately deactivated. To regain access to Handshake, I must write a letter of apology to the interviewer(s) within three business days of the scheduled interview, per specific instructions from the career office that hosted the interviews. Failure to submit an apology letter within three business days will result in the cancellation of any other previously scheduled interviews.

**It is my understanding that if I do not keep this agreement, I may lose the privilege of using Handshake for my employment search.**

By using Handshake, I am volunteering to release information to prospective employers who have been granted access to Handshake, and to CSOs, and includes:

**Name**

**Address information**

**Phone number**

**e-mail**

**Work authorization**

**Resume (and any information I include on my resume)**

I understand that if I have suppressed any information about me in the University directory, that suppression does not apply in Handshake.

Some of the above information will be stored in the Handshake database, whereas other information is maintained in other University databases.

If at any time I do not want to release my resume or receive emails from employers through Handshake, I have the option of making my information not public within Handshake (for example, if I am studying abroad or interning for a term).

I am not legally required to supply any of the requested information. However, failure to provide any of the information requested may prevent me from being considered for employment by prospective employers through Handshake.

**The University of Minnesota has no control over and takes no responsibility for (a) the truthfulness, accuracy, quality, safety, morality, desirability or legality of employer information, position listings, (b) the ability of employers to offer job opportunities, or (c) the hiring, recruiting or other practices of any Employer.**

**The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.**

By logging into Handshake, I acknowledge that I have read, understand, and am agreeing to these policies.