



CAREER ENGAGEMENT OFFICE

Seattle University: Handshake User Agreement

This document describes the terms and conditions of use of the Seattle University Handshake (“Handshake”). By clicking the “Sign Up” button for an Employer account, the user signifies acceptance of these terms and conditions of use.

Users: Seattle University (“Seattle U”) provides Handshake as a convenient, efficient communication bridge regarding employment opportunities for three types of Handshake users : “Career Centers” are administrators of the platform on behalf of the University; “Employers” are community employers, including third party recruiters offering employment opportunities to prospective campus community employees; and “Candidates” are prospective applicants for employment from the Seattle U campus community, i.e. Seattle U students and alumni. Except as designated below, the terms and conditions herein apply to all users of Handshake.

Employers

The following provisions apply to Employers and Recruiters.

1. You must abide by the [Principles for Employment Professionals](http://naceweb.org/principles/) of the National Association of College and Employers (NACE). Principles are set forth at <http://naceweb.org/principles/>.
2. You must not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political ideology or status as a Vietnam-era or special disabled veteran.
3. Your company must be headquartered in the United States.
4. Job postings will remain active for 30 days. Once a posting expires, it is the responsibility of the employer or recruiter to repost it.
5. You shall not post or offer any job that states or requires any of the following:
 - a. The employment opportunity involves on-campus solicitation or on-campus sales.
 - b. The student is required to purchase, rent, or obtain a line of credit for any type of sales kit or presentation supplies.
 - c. The student is required to obtain a personal or corporate line of credit.
 - d. The student is required to participate in an “exchange for services” as part of the terms for employment.
 - e. The employment opportunity is contingent upon the student paying ANY fees for employment or placement services.
 - f. The posting is for a part-time commission-only position.
 - g. The position requires that Seattle University agree to act as a subcontractor.
 - h. The position (if paid) does not provide compensation that meets or exceeds the applicable minimum wage law.
 - i. The position does not promote employment in an industry that distributes or sells a drug that federal law considers illegal.

6. You shall not post jobs for or grant access to other online job posting sites via Handshake.
7. You shall not post advertisements for competitions or contests.
8. Seattle U reserves the right to refuse individual postings.

Recruiters

In addition to the provisions above, the following provisions apply to recruiters:

1. You will only be allowed to post positions if you provide to Seattle University the contact information for the organization for which you are providing recruiting services.
2. **Third-party recruiters** will disclose the following to students and career center offices:
 - The specific client(s) they represent. Career centers must be permitted to verify this information.
 - The types of positions for which students are being recruited.
3. You may only disclose Candidate information for the open and advertised position. Any other disclosure of Candidate information must have the written consent of the Candidate.

Approval of Internships

To ensure that an experience is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

- 1) The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- 2) The skills or knowledge learned must be transferable to other employment settings.
- 3) The experience has a defined beginning and end, and a job description with desired qualifications.
- 4) There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- 5) There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- 6) There is routine feedback by the experienced supervisor.
- 7) There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship. See more at: http://www.naceweb.org/connections/advocacy/internship_position_paper/#sthash.mCt2yO7P.dpuf

Candidates

When using Handshake, your personal information will not be released by the University to an Employer or Recruiter identified on the system unless and until you do one or more of the following:

1. Apply for a job/internship;
2. Apply for an interview schedule; or
3. Select the option to allow Employers and Recruiters to view your profile.

Should you apply for a job/internship, apply for an interview schedule, or select the option to allow Employers to view your profile, all information contained within your student profile will be viewable to the Employer(s), including your resume, address, email, phone number, work authorization, graduation date, and GPA.

This information is not covered by the Family Education Rights and Privacy Act of 1974 (FERPA). I understand that if I have requested that directory information not be shared with third parties, that request does not apply in Handshake.

Candidates utilizing the career services provided by the University, including the Handshake, are required to abide by the guidelines set forth in the "Playing Fair—Your Rights and Responsibilities as a Job Seeker (NACE)". A copy of those guidelines may be accessed at http://www.naceweb.org/playing_fair/.

On Campus Interview No Show Policy

By signing up for an on campus interview you are identifying your sincere interest in the interviewing organization and this position. If you are a no show for your interview this negatively impacts the recruiter and our relationship with the employer. No-showing also takes away the chance for another student to interview.

Interview Cancellation Policy

You may cancel an interview online without penalty at any time up until the "Sign-up Closed (no cancellations after this date)" date posted to the schedule. Once the interview schedule has closed and if you cannot attend the interview, you must call Career Engagement Office at 206-296-6080 or Albers Placement Center at 206-296-5687; emails are not acceptable. If you call to cancel after the "Sign-up Closed (no cancellations after this date)" date—even for an emergency—the cancellation is considered a no-show (see below).

Interview No-Show Policy

In the event you fail to attend a scheduled interview ("no-shows") at Career Engagement Office, your Handshake account will be immediately suspended. In addition, you will not be able to register for any future events or advising appointments.

- 1) In the event your Handshake account is suspended as a result of a "no-show" you may petition the Career Engagement Office to have your account reactivated by completing the following steps within one week of the date of the missed interview:
 - a. Write a letter of apology to the employer;
 - b. Obtain documentation to support the reason for the no-show (e.g., doctor's note, obituary notice, vehicle tow record);
 - c. Complete the appeal form and deliver it, along with the supporting documentation (item 2b) and two (2) copies of the apology letter (item 2a) sent to the employer, to the Career Engagement Office in the Pavilion, Room 110.

- 2) A decision on a petition to reactivate your account will be made within 72 hours of receiving the materials listed in item 2c above. In the event your account is suspended for a no-show and/or your petition to reactivate is pending, you must continue to attend any and all previously scheduled interviews. You must also check your personal calendar and e-mail carefully for all scheduled interviews.

In the event you fail to complete the items listed above in the allotted time, or if, after being reinstated, you no-show a second time. The Career Engagement Office may choose to maintain the suspension of your account for the remainder of the academic year and limit your access to other services provided by this office to students.

Candidates should review the rules and requirements for Employers and Recruiters set forth above and report any violations to the Career Engagement Office.

Disclaimer, Release and Covenant Not to Sue.

Seattle U is only a facilitator of communications about job opportunities between prospective Employers, Recruiters and Candidates. Seattle U does not and disclaims any responsibility to ascertain the truth or accuracy of any information posted to Handshake by a user. That responsibility lies with the users in their interactions. Seattle U does not and disclaims any responsibility to determine the integrity or financial condition of any Employer or Recruiter or for determining the existence or suitability of any job opportunity for a Candidate. Similarly, Seattle U does not and disclaims any responsibility to determine the suitability of any Candidate for any job opportunity posted to Handshake. Each user releases from any liability and covenants not to sue Seattle U, including its trustees, officers, directors, agents and employees, for any damages, injury or harm of any nature arising from or connected with use of Handshake.

By clicking the "Sign Up" button and using an account on Handshake to post or retrieve information or to engage in employment activities, you agree to the foregoing terms and conditions.