**Recruiting Policies - Students**

Indiana University and the School of Education Office of Career Connections (herein the "University") provides a job referral service for students, alumni, and prospective employers, whereby employers may post information about their current job listings on the University's online system. This system, known as Handshake allows students to access those listings to identify possible job listings, submit applications for certain job listings, and arrange interviews with particular employers.

The University is unable to research the integrity of the employers, which may include organizations and individuals, who post their jobs listings on Handshake. The University makes no representations, recommendations or guarantees regarding the accuracy or reliability, or otherwise, of any employer, posted job listing, or employment data transmitted through Handshake. The University urges you, the student, to exercise caution and common sense when utilizing Handshake and when applying for any position posted on the job listings.

University shall not be responsible to anyone who posts or accesses information or otherwise uses Handshake for any direct or indirect harm, damage or loss incurred in connection with such use, regardless of the nature of the alleged harm, damage or loss or corresponding demand, claim or cause of action. Without limiting the foregoing, the University expressly disclaims any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation. By using

Handshake as a student or prospective employer, you agree to defend, indemnify and hold harmless the University and its employees and agents with respect to any claims made against the University in connection with your use of the service.

When using Handshake your personal information will be visible to an employer identified on the system if you:

1. Apply for a job/internship;
2. Apply for an interview schedule; or
3. Refrain from changing the default privacy setting related to inclusion in resume books.

Should you apply for a job/internship, apply for an interview schedule, or remain opted-in for resume books, 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.

Students utilizing the career services provided by the University, including Career Connections Online, 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/>.

**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. If you cannot attend the interview, call Career Connections at 856-8500 or email edcareer@indiana.edu. 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**

1. In the event you fail to attend a scheduled interview ("no-shows"), your Handshake account will be immediately suspended. In addition, you will not be able to register for any future events.
2. In the event your Handshake account is suspended as a result of a "no-show" you may petition Career Connections to have your account reactivated by completing the following steps within one week of the date of the missed interview:
   1. Write and send a letter of apology to the employer;
   2. Obtain documentation to support the reason for the no-show (e.g., doctor's note, obituary notice, vehicle tow record);
   3. Deliver copies of items A and B to Career Connections at 601 N. Rose Ave.

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, Career Connections may choose to maintain the suspension of your account for the remainder of the academic year.

**User Agreement**

By activating your Handshake account to post or retrieve information or to engage in employment activities, you shall be deemed to understand and agree to the above terms and conditions, including but not limited to the disclaimer of University's liability and the indemnification provision.

**Career Connections**

Suite 1000

201 N. Rose Avenue  
Bloomington, IN, 47405  
812-856-8506  
edcareer@iu.edu