

HANDSHAKE PRIVACY POLICY AND PARTICIPATION AGREEMENT

The Department of Career Planning and Development (DCPD) at Kennesaw State University is proud to offer Handshake, a web-based system for employers to post full-time, internship, co-op, and part-time job opportunities for current KSU students and alumni. This system allows you to:

- Schedule appointments with DCPD staff
- Search for job postings based on criteria you select
- Become eligible for resume referrals and on campus interviews
- Track your job search, including jobs listings to which you have applied
- Store multiple job search documents (resumes, cover letters, writing samples, unofficial transcripts, etc.)
- Send your resume and other application materials to employers
- Receive announcements about upcoming events
- Follow employers and add notes to those employers to help you track your progress
- Apply for internship and cooperative education credit
- Report your job search success

Participation Agreement

Please Note: Students and Alumni registering and/or submitting their resume through our online job services system are agreeing to comply with all aspects of the Participation Agreement. Failure to adhere to any aspect of this agreement may result in the permanent removal of your privileges with the Department of Career Planning and Development.

YOU AGREE TO:

Proper Usage

Recognize that access to the system is granted to you specifically. You agree to not share your password, and to log onto the system only as yourself. It is your responsibility to guard against unauthorized use of services in your name, and you are responsible for all actions occurring under your login ID.

Accurate Information

Certify that the information found on your profile and your resume is truthful and accurate. Further, do not lie or "stretch the truth" during any part of the job search process.

Professional Conduct

Conduct your job search with honesty and integrity (review the Integrity Statement section for more information). Be professional during all interactions with employers. Only interview with employers you are sincerely interested in working for and whose requirements you meet. "Practice" interviewing is misleading to employers and prevents sincerely interested candidates from using those interview slots. End your job search immediately upon accepting a job offer (review the Offer Acceptances policy for more information). Professional conduct further includes:

- Being punctual for events and interviews for which I am signed up
- Wearing appropriate business attire
- Providing appropriate follow up correspondence

The Department of Career Planning and Development is can provide assistance with your professional development if you are unsure of any area.

Follow Event Policy

Event policies are established by event. Review the event policy or code of conduct documents in the Resource section of Handshake so that you know what to expect and what is expected of you.

Exercise Caution

Acknowledge that while the Department of Career Planning and Development makes every effort to allow only legitimate employers to post legitimate job openings in the system, it is not possible for our office to perform a complete check into every organization's background or to take responsibility for the actions of employees of individual companies who list jobs with KSU.

careers.kennesaw.edu

470.578.6555



@KSUcareers



HANDSHAKE PRIVACY POLICY AND PARTICIPATION AGREEMENT (continued)

Exercise Caution (continued)

While job postings are screened by our office, you are advised to contact us if you have questions regarding the legitimacy or validity of the employer or position posted. It is up to you to use reasonable caution when entering personal information on resumes and your profile. We share job information with students and alumni of Kennesaw State University from interested employers. In the unlikely event that a problem is encountered with a company listed through our office, please notify the Department of Career Planning and Development promptly. Review the Avoiding Job Scams resource in Handshake for further information on ways to safeguard your job search.

Grant Access

Give permission to the Department of Career Planning and Development to provide your job search materials to prospective employers, unless you otherwise note your preferences in the User Settings area of your Handshake account.

Institutional Reporting

Recognize that the Department of Career Planning and Development will need to utilize student information for the purposes of reporting to university officials, employer requests, and government reports. No confidential information will be shared, individual users information will not be made available, and all data will be reported in aggregate form.

Honor Commitments

Pledge to honor all commitments made for the jobs search process, including but not limited to appointments with DCPD staff, on campus interviews, and event RSVP's. See No-Show Policy for more details.

Consequences for Non-Compliance

Accept that failure to adhere to any point in this agreement may result in the removal of your privileges with the DCPD.

Please also review and adhere to the Office Late Arrival & "No Show" policy and the On-Campus Recruiting "No Show" Policy.

THE DEPARTMENT OF CAREER PLANNING & DEVELOPMENT AGREES TO:

Provide Services

Offer services to assist you with your career decision making and job search activities.

Access to Information

Provide you with access to information on a range of career opportunities and type of employing organizations.

Non-Discrimination

Provide you with access to prospective employers without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and provide you with reasonable accommodations upon request.

Protect Confidentiality

Exercise sound judgment and fairness in maintaining your confidentiality

Student Advocacy

Discuss EEO noncompliance and other unethical behavior exhibited by an employer and take appropriate action when needed.

Handshake Privacy Policy can be found here: <https://www.joinhandshake.com/privacy-policy/>

Handshake Terms of Service policy can be found here: <https://www.joinhandshake.com/tos/>

Questions regarding this policy should be directed to the Department of Career Planning and Development at careerctr@kennesaw.edu.

careers.kennesaw.edu

470.578.6555



@KSUcareers



Department of Career Planning
and Development