

Handshake Student User Agreement

Nebraska Wesleyan University Career Center

This document describes the terms and conditions of use for students of Nebraska Wesleyan University (NWU) using Handshake. By selecting Nebraska Wesleyan University in the “Connect to Schools” step and clicking the “Finish” button, the user signifies acceptance of these terms and conditions of use.

- I agree to accurately and truthfully represent my credentials, abilities, and qualifications in documents and profile information. I understand deliberate misrepresentation will result in permanent loss of Handshake.
- I agree to maintain the confidentiality of my Handshake login information and notify the Career Center immediately of any unauthorized use of my Handshake account.
- I agree to allow limited profile information including educational and demographic to be periodically updated from university records, and to ensure my profile information is up to date.
- I understand that, by choosing to make my job search documents public, they can be viewed by all employers who are registered on the system and I may receive unsolicited contacts from prospective employers. As a result, I understand that it is in my best interest to maintain my Handshake profile and documents at all times.
- Interview policies:
 - Aside from an established mock interview, I agree not to “practice interview” with employers of whom I have no genuine employment interest.
 - I understand if I need to cancel an interview, I must do so at least two business days before the interview.
 - I understand that if I fail to show up for an interview, I will be suspended from participating in interviews for one year, and my Handshake account will be suspended until an apology is written to the employer and copied to the NWU Career Center.
- Reneging on a Job Offer:
 - I understand that once I accept a job or internship offer—either verbally or in writing—an employment contract has been created and this contract represents an obligation that I am authentically required to uphold.
 - Before accepting an offer – either verbally or in writing, I understand that I need to consider my options carefully and ask for more time to decide if needed. I understand I can always take at least 24 hours before accepting a role and use this time to consult with others for advice, including a Career Coach.
 - I further understand that, if I do accept an offer, I have made a commitment to that employer and it is my ethical responsibility to discontinue interviewing with all other employers, including those who come through on-campus recruiting.

Disclaimers:

The Nebraska Wesleyan University Career Center makes every effort to check the legitimacy of opportunities posted in the Handshake system. However, due to the high volume of positions, we are unable to research each individual position and organization. It is the responsibility of each individual job seeker to research the validity of the organization(s) to which they are applying and verify the specific information for each posting. Job seekers should exercise due diligence and caution when applying for or accepting any position. Job applicants should never provide Social Security numbers, financial information or other private information when communicating with prospective employers or responding to job opportunities on Handshake.

The NWU Career Center approves events and activities in Handshake hosted by external employers, vendors, or professional associations as these activities/events may be of interest to members of the campus community. These events/activities and their associated content are not affiliated with, sponsored by or endorsed by NWU. It is the participant’s responsibility to apply due diligence and exercise caution when participating.