

## Student Guide to the Delbridge Career Center Campus Recruiting Policies

### Your Rights and Responsibilities as a Job Seeker:

The Delbridge Career Center adheres to the ethical standard of [the Principles for Professional Practice](#) that was established by NACE. All parties associated with the Delbridge Career Center (staff, employers, third-party recruiters, volunteers, and other recruiters) are held accountable to ensure:

1. Students and alumni can openly, freely, and objectively select employment and internship opportunities based on their assessment of the best use of their abilities and personal goals.
2. The recruitment process is fair and equitable to students and employers alike.
3. Resources are available for students to utilize in making informed and responsible decisions.

### Student Campus Recruiting Policy

The Western New England University Campus Recruiting program offers students and alumni the opportunity to interview on and off-campus with a variety of employers and organizations. Access to the Campus Recruiting program and use of Handshake, the Career Center's career platform, is a privilege for Western New England University students and alumni. We expect that all students and alumni demonstrate professionalism, integrity, and ethical behavior in all interactions with employers, peers, and University staff throughout the employment process.

### Campus Recruiting Registration:

All students wishing to participate in the Western New England University Campus Recruiting program must log in to Handshake (<http://wne.joinhandshake.com>) using their WNE Student ID and password to complete their profile.

Complete your profile. Some information is already pre-loaded, so verify it for accuracy. It is important to enter as much information as possible. 80% of students who complete their profile on Handshake are contacted by an employer! Profiles are automatically set to private. If you want your profile to be viewable by employers, change it to public. A public profile is only viewable by employers connected with Western New England University.

#### ***Profile Privacy Setting***

- a. **Click** your name in the main drop-down menu in the top right corner
- b. Select **Settings & Privacy**
- c. Select **Account Information** in the upper left side of the page, then in the privacy section **select** the option that meets your privacy preference

#### ***Manage your GPA Privacy Setting***

- a. **Click** your name in the main drop-down menu in the top right corner
- b. Select **My Profile**
- c. **Click** the edit symbol in the Education section and **Select** the options that meet your privacy preference.

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### Applying to Campus Recruiting Opportunities:

Most, if not all campus recruiting is coordinated through Handshake. Instructions on how to apply to specific programs and opportunities can be found at the Delbridge Career Center, posted in individual Kodiak Classrooms, through emails, and/or listed on University Posts. It is your responsibility as the candidate to follow all instructions, provide the required documents, and apply by (if not before) the stated deadline.

### Scheduling Interviews

If you select a schedule and interview time with an employer, you are expected to attend that interview. You have the right to decline the interview offer prior to scheduling. You may also withdraw your candidacy after you have selected an interview time, as long as it is within the sign-up period.

To cancel an interview after the sign-up period has closed due to ***extenuating circumstances***, you ***must speak*** with a staff member in the Delbridge Career Center by calling 413.782.1217. Leaving a message or sending an email to your career advisor is not sufficient. Cancellations without proper notification to the employer and the Delbridge Career Center may result in a suspension of your access to the Campus Recruiting Program.

### Interview No-Show Policy:

If you do not appear for a scheduled interview through the campus recruiting program and do not provide any type of advanced notice (72 hours preferred) to the employer and the Delbridge Career Center, the following will occur:

#### First Offense:

1. The student will lose access to Handshake until they attend a meeting with a representative of the Delbridge Career Center; and
2. Write a letter of apology addressed to the interviewer to be reviewed by a representative of the Delbridge Career Center. You will send it immediately via email to the interviewer after being approved.

#### Second Offense:

1. The student will lose all privileges associated with the Campus Recruiting Program, including Career Fairs, information sessions, campus interviews, and access to Handshake.
2. Attend a meeting with the Delbridge Career Center to fully understand the implications of their actions.
3. Write a letter of apology addressed to the interviewer to be reviewed by a representative of the Delbridge Career Center. You will send the letter of apology immediately via email to the interviewer after being approved.

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### **Late Arrival to an Interview**

If you are late to an interview, it is at the discretion of the employer to decide whether the interview will still be conducted. Candidates should plan to arrive to the interview location 15 minutes prior to their scheduled interview time.

### **Misrepresentation:**

If you misrepresent or falsify information to an employer, regarding your GPA, dates of graduation, work experience, eligibility to work in the United States, or other relevant information, the Delbridge Career Center has the right to rescind or restrict your privileges to use our services. Employers have the right to withdraw an offer or terminate your employment for misrepresentation.

### **Accepting a Job Offer**

If you are uncertain whether you should or should not accept a job offer or have multiple offers, consult with your career coach prior to connecting with the employer. While your career coach will not decide for you, they can help you discuss and identify areas of needed clarification or concern.

Once you decide to accept a job offer, it is considered a commitment to that employer and you are no longer eligible to apply for full-time opportunities on Handshake. If you still have applications pending with other employers it is your ethical responsibility to withdraw your candidacy.

### **Declining a Job Offer**

If you are offered a position that does not meet your expectations, you can decline the job offer. Prior to declining an offer, we recommend that you discuss this decision with the Delbridge Career Center and/or your circle of trusted mentors. For those positions you decline, it is strongly recommended that you speak with the employer and follow up with a professional letter stating your appreciation for the offer, the decision, and thank them again for the opportunity to interview for the position.

### **Reneging on Job or Internship Offers:**

Once you accept an offer for an internship or employment with an organization, it is expected that you withdraw from the job search process. Accepting an offer and then reneging on it for another opportunity is considered unprofessional and jeopardizes Western New England University's reputation in the employment community as well as your own. Should you renege on an offer, the Delbridge Career Center may restrict your privileges.

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### Disclaimer:

Job and internship opportunities listed on any Western New England University Delbridge Career Center website, static board, or through paper or electronic means do not indicate endorsement or recommendation by the University or the Delbridge Career Center of said opportunity.

It is the responsibility of the student and/or alumni to take all necessary precautions when applying for, interviewing with and/or accepting internship or employment positions. It is also your responsibility to check the credentials and integrity of an employer or organization.

- Always view the company website.
- Employer contacts should always use company email addresses.
- Never cash a postal order or money order and send proceeds to a third party. This is a common scam.
- Never provide financial information, social security number, and/or other personal information as part of *applying* for a job.
- If it seems 'too good to be true,' it probably is.

The Delbridge Career Center will not become involved in the discussion or negotiation of compensation, working conditions, or other terms/benefits of employment. This discussion is between the employer and the candidate.

The success of the Campus Recruiting Program depends on everyone doing their part to highlight Western New England University as a source of bright, enthusiastic, and reliable candidates!

For questions and clarification, please contact the Delbridge Career Center at [careercenter@wne.edu](mailto:careercenter@wne.edu) or 413.782.1217.