

Student & Alumni User Guidelines

Last Updated: February 2022

Criteria for Access to Handshake: Provided to enrolled, degree-seeking students, and degreed alumni. By using Handshake, students and alumni agree to the following responsibilities and policies. Any violations of the following may result in the loss of Handshake account privileges.

Privacy Expectations: Each Handshake account is for use by La Salle University students and alumni only and should be used exclusively for their personal career management. Students and alumni should not share their login information or allow other individuals to submit documents under their account. If access to an account is granted to and/or used by someone other than the account owner to apply for positions, the account owner may be permanently barred from accessing Handshake.

Accurate Information: All information students and alumni submit through their Handshake account, or directly to an employer, must be accurate, including, but not limited to:

- Profile Information (including GPA, major, school year, and graduation date)
- Job Search documents (including resumes, cover letters, transcripts, test scores, and any other documentation requested by the employer)
- Correspondence (written or verbal) throughout the recruitment process
- Interviewing only during times in which they are available for hire

Falsifying Information: If a student or alumni falsifies a document, or misrepresents him/herself to any employer, whether via on-campus programs or in an independent job search, the student may be subject to La Salle University disciplinary action and result in loss of Handshake account privileges. In addition, students are required to provide current and reliable contact information to their career center and employers within all their documents and correspondence. This includes updating phone numbers and email addresses while living or studying abroad.

Resume Review Policy & Process: PLAN AHEAD! For positions in Handshake, you must upload an approved** resume to Handshake at to be able to submit your completed application on time. You should expect reviews of uploads and approvals to take place between the hours of 8:30 am – 4:30 pm within 2-3 business days. A staff member will review your upload and provide feedback based on industry standards which then, will be provided with a label of either 'Approved' or 'Changes Required.' Please note: **We do NOT check for resumes uploaded to Handshake after hours or on weekends.**

*Unapproved/Declined resumes are those resumes that have not been previously approved by a Career Peer (CP) or Career Counselor (CC).

If not sure whether your resume has been approved previously, try to upload a document to Handshake. It will say “pending” if your resume was never approved and it will be declined until it is approved. Keep in mind that it may take several drop-in meetings with a Career Peer and/or one-on-one sessions with a Career Counselor before you meet all the requirements, and your resume is approved. It is a resume review, so do NOT expect to get your resume approved in your first Career Peer drop-in meeting.

If you would like immediate feedback, please consider reviewing the resources below:

- [Sample Resumes, Cover Letters & Follow Up Tips](#)
- [Resume & Cover Letter Writing Guide](#)

Interview Cancellation: Students and alumni will treat each scheduled interview as a commitment and will prepare for and complete each interview appointment. If necessary, students may cancel an interview by the required deadline by contacting a staff member in the career center that has coordinated the interview schedule and the interviewing organization’s point of contact. Failure to follow this cancellation policy or to report for a scheduled interview may result in the loss of account privileges until meeting with a member of the appropriate career center and sending a formal apology to the employer.

Job, Internship, and Co-Op Acceptance: When students and alumni accept an offer, students and alumni will honor that acceptance and will not rescind. Students and alumni will cancel or refuse further interviews or decline other job offers in a timely fashion after they have accepted a position. Co-op and internship students will honor an agreed upon duration of their assignment.

Career Center Responsibilities and Disclaimers

The La Salle University Career Center makes no guarantees about any professional placement/s, i.e., full-time, part-time, on-campus, internships, co-ops, or volunteer opportunities. The responsibility is solely on the student/alum to pursue professional opportunities and activities.

The Career Center makes no guarantees concerning job or internship postings on its website. We are unable to evaluate each posting to assess its legitimacy. The Career Center makes no representations or guarantees about positions listed on its website and is not responsible for safety, wages, working conditions or other aspects of employment. Students and alumni using this site must take the necessary precautions when interviewing for or accepting a position. This website also contains links to other websites as a convenience for its users. We are not responsible for the contents of any linked site. Anyone who discovers misuse or abuse of our website is encouraged to report the matter to the Career Center.

Career Services abides by the principles set forth by [NACE](#) (National Association of Colleges and Employers).

The Career Center website also contains links to other websites as a convenience for its users and is not responsible for the contents of any linked site. Anyone who discovers misuse or abuse of our website is encouraged to report the matter to Career Services.

Appointment Policies

All appointments must be requested by the student via Handshake at least 24 hours in advance. (This excludes drop-in hours that take place M-F from 11am- 1pm virtually and in-person). All students are provided with a **10-minute grace period** in the event the student is delayed (relating to access technology, locating our office, etc.). These instances should be communicated with the Career Counselor that was requested for the appointment before or within the grace period.

The failure of communicating with a Career Counselor that you are unable to attend your appointment is unacceptable and will result in the appointment being marked as a “No-Show”. Repeated offenses have the potential to result in the suspension of your Handshake account for an entire academic semester or 15 weeks, whichever is most relevant to the situation.

The procedure of warnings is outlined below:

- **1st No-Show** --> Will result in an outreach from your Career Counselor as a coaching measure to review professional expectations
- **2nd No-Show** --> Will result in a written warning from a Career Counselor and will require an in-person meeting to regain access to requesting appointments. The ability to request an appointment will be suspended until this one-on-one meeting takes place.
- **3rd No-Show** --> Will result in the suspension of your Handshake account for an academic semester or its equivalent (15 weeks/3.5 months)