

## **Handshake Terms and Conditions for Students & Alumni**

UW institutions provide free access to their career management system, Handshake, to support connections among students/alumni\*, career centers, and employers. They use innovative technology to better connect employers and qualified candidates. Each UW institution may use the systems in slightly different ways and to varying degrees, and this document provides basic guidelines for students looking to use career management systems at any UW institution. Some UW institutions may have additional requirements not listed in this document, so please be sure to consult individual UW institution websites for potential additional information (contact information at the bottom of this document).

\*Note - The word students throughout the document may include alumni, depending on the policies at the local UW institution.

### **Acknowledgments, disclaimers, and consent to release information for job and internship seekers using Handshake**

#### **Privacy**

By logging into your Handshake profile:

You authorize Career Services staff to grant access to and/or release information relating to you contained in the computer files and hard copy files of said office to all prospective authorized employers or individuals deemed appropriate by the staff, for the purpose of furthering efforts to assist you in securing an internship, cooperative education experience, employment, or other career-related endeavors. Such records may contain personal information, resumes, cover letters or other information that you have uploaded into Handshake.

You understand that no written release is required for the distribution of the information contained in Handshake. After activating your online profile, to revoke this authorization, you can do so by indicating such in the appropriate field in your online profile.

#### **Accurate Profile Information**

You acknowledge that you are solely responsible for the accuracy and completeness of your profile data and uploaded documents within Handshake, including, but not limited to:

- Information on your student profile (including major, minor, GPA, graduation date and email address)
- 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

You understand that registration data on gender, disability status, veteran status, ethnicity (race), and birth date (age) collected through completion of your profile is voluntary and that leaving these fields blank will not affect your Handshake registration.

The University of Wisconsin System Career Services Offices do not permit the listing of opportunities that discriminate, practice deception, or violate federal and state equal opportunity employment statutes. The Career Services offices reserve the right to refuse job listings from any employer if there is a concern about an organization's or individual's compliance with the terms and conditions for employers.

#### **Due Diligence / Fraudulent Activity**

The University of Wisconsin System Career Services Offices make no warranties regarding any employers and/or postings on Handshake. The approval of an employer and/or posting of an opportunity on Handshake does not imply any sponsorship or endorsement by Career Services or the UW institution. The university acts solely as a referral service that is free of charge for both employers and job seekers and makes no claim or representation

regarding the validity of employers or posted opportunities. The Career Services office and university is not responsible for the wages, safety, or working conditions of any employment.

We ask all students to use “due diligence” before accepting any employment. Also, be aware that wages that are based partially or fully on sales or commissions are not guaranteed. All hiring and compensation for work performed is handled directly between the student and the employer. Career Services does not perform background checks on students nor on employers. Therefore, employers and students are encouraged to request reference information from each other.

Though the University diligently screens employers and job postings for fraudulent activity, from time to time a job scam may enter our system. It is important for you to know the signs to look for.

Here are some signs of a job scam to watch out for:

1. You are asked to deposit a cashier’s check or money order without having performed any work.  
\*Note that a bounced check may withdraw money from YOUR account\*
2. You have to send money in any way, shape, or form to the employer before you begin working.
3. You are asked for personal information like your social security number, bank information or credit card information.
4. You are receiving emails unexpectedly from an individual that says they work at a company, but the email address is from a non-company domain name (Gmail, Yahoo, etc.).
5. You notice excessive typos and grammatical errors in your communication with the employer.

When you are applying for positions, here are some guidelines to help you:

- Research the employer and review jobs thoroughly. Do they have a reputable website with location information? Is the job listing you want to apply for also on their main career page?
- Never agree to a background check unless you have met the employer in person.
- Meet face-to-face with a potential employer. An in-person interview or informal chat over coffee will help you determine the employer’s intentions.
- Always trust your instincts. If a job sounds too good to be true, it is likely a scam.

### **What should you do if you think you applied to a job scam or you think a job posting in Handshake is suspicious?**

Immediately notify the Career Services Office via the contact information below to share details about what happened, including company name, job posting title, relevant dates, etc.

#### **Individual School Contact Information**

UW-Eau Claire – Career Services; 715-836-3487; [arcc@uwec.edu](mailto:arcc@uwec.edu)

UW-Green Bay -- Career Services; 920-465-2163; [careers@uwgb.edu](mailto:careers@uwgb.edu)

UW-LaCrosse – Career Services; 608-785-8514; [career@uwlax.edu](mailto:career@uwlax.edu)

UW-Madison -- <https://careers.wisc.edu>

UW-Milwaukee - Career Planning and Resource Center (CPaRC); 414-229-4486; [Careerplan@uwm.edu](mailto:Careerplan@uwm.edu)

UW-Oshkosh – Career & Professional Development; 920-424-2181; [career@uwosh.edu](mailto:career@uwosh.edu)

UW-Parkside – Advising and Career Center; 262-595-2040; [advisingcenter@uwp.edu](mailto:advisingcenter@uwp.edu)

UW-Platteville – Career and Professional Development; 608-342-1183; [cpdo@uwplatt.edu](mailto:cpdo@uwplatt.edu)

UW-River Falls – Career Services; 715-425-3572; [career.services@uwrf.edu](mailto:career.services@uwrf.edu)

UW-Stevens Point – Academic and Career Advising Center; 715-346-3226; [acac@uwsp.edu](mailto:acac@uwsp.edu)

UW-Stout – Career Services; 715-232-1601; [careerservices@uwstout.edu](mailto:careerservices@uwstout.edu)

UW-Superior – Career Services; 715-394-8024; [career@uwsuper.edu](mailto:career@uwsuper.edu)

UW-Whitewater -- Career & Leadership Development; 262-472-1472; [career@uww.edu](mailto:career@uww.edu)