

Student Handshake & Recruiting Policies at Tompkins Cortland Community College

Handshake Policy Statement

Handshake offers Tompkins Cortland Community College students and alumni access to job and internship postings, on-campus interviews, employer presentations, and job school fairs. Ethical use of this system ensures fair use for all students and employers. The following four policies are designed to encourage ethical use. **Your usage of the system implies your agreement to these policies and TC3 recruiting practices. The College reserves the right to revoke student or alumni participation in recruiting events and on Handshake as it deems appropriate based on unprofessional or no-show activity.**

1. Falsification of Information Policy

Students and alumni who deliberately falsify documents (e.g., resumes, cover letters, etc.) or misrepresent personal information (e.g., major/college/school, degree level, graduation date, employment eligibility, etc.) will be blocked from using Handshake services until the information is corrected.

2. Resume and Cover Letter Policy

We reserve the right to remove documents that fail to meet baseline professional standards. To help students succeed and to ensure quality within the system, Career Services offers to review resumes or cover letters uploaded to Handshake. Most applicants develop high quality documents, but we occasionally see documents that fail to meet basic employer expectations. The quality of student applications influences employer decisions to recruit in Handshake. It's in everyone's best interest to ensure the high-quality reputation of Tompkins Cortland Community College.

We will notify students whose resumes and/or cover letters do not meet expectations and refer them to appropriate the Career Services resources help them refine their documents. In extreme cases, we will prohibit those refusing to make necessary improvements from using Handshake.

3. Events Involving Employers and Recruiter Policy

These guidelines determine the consequences for late cancellations and no-shows to any events involving an employer or recruiter (ex. Career Connections events, interviews, workshops, panels, etc.). We encourage students to pursue only opportunities that genuinely interest them, and to make informed choices before scheduling an interview or committing to a time. If you cancel, are late, or fail to attend a scheduled event, another student misses the chance to take that spot. The employer also misses the opportunity to have a full schedule and productive event. Late cancellations and no-shows reflect poorly on the student and College, and negatively impact an employer's commitment to recruiting at Tompkins Cortland Community College.

- **Interview No-Show:** If you no-show, we will place a block on your Handshake account. This means you cannot apply for jobs or sign-up for campus interviews.
 - To regain access, you must email an apology to the employer(s) and send a copy to Carrie Whitmore at clw@tompkinscortland.edu prior to sending the apology to the employer. Apologies should address why you missed the interview and your sincere apology (e.g. wasting an employer's/recruiter's valuable time and preventing another student from participating, leaving a negative impression as a whole, etc.). You must use a professional tone and correct grammar.
 - We will remove the block on a student's account within two business days of our receipt of proof of a professional apology. We will reject apologies that do not meet the above standards. The account block will remain until you submit an acceptable apology letter.
- **Events No-Shows:**

If you repeatedly register but do not show up for career events, you may be blocked from Handshake until you have a meeting with a staff member.