



ASSUMPTION COLLEGE

CAREER DEVELOPMENT & INTERNSHIP CENTER (CDIC)

Student Recruiting Policy

The following policies are set forth for students participating in the Career Development & Internship Center's recruiting program. By attending CDIC events, using [Handshake](#), and/or interviews obtained through Handshake, you agree to the following:

- My behavior directly reflects upon Assumption College and may influence the current and future relationships that we build for the benefit of Assumption College/Assumption University students.
- I agree that my resumes, cover letters and application materials accurately reflect my academic record, extracurricular activities and work experiences. All documents submitted must be truthful and untampered with.
- You must obtain approval for your resume from the Career Development & Internship Center prior to applying on Handshake. Resumes can be submitted for approval in the "Documents" tab on Handshake.
- It is my responsibility to keep track of application deadlines, interview dates, times, and locations.
- Once you have signed up for an interview, you **must attend the interview or cancel within 48 hours of the scheduled interview time**. If you are unable to attend an interview, you must reach out to the employer to notify them. Violators of this policy must write a letter of apology to the employer within 24 hours.
- You must wear business suits/attire for interviews and arrive approximately 10 minutes prior to your scheduled interview time. Jeans, sneakers, boots and leggings are not appropriate for any interview.
- I agree to follow up with a thank you note or email to all employers with whom I interview.
- I understand that it is important to carefully consider any job offer that I receive and that I have no obligation to accept any job offer. I understand that before I accept an offer, I may consider my options carefully and ask for more time if I need it in order to make the best decision. I also understand that it is unethical to withdraw an employment offer after it has been accepted by an organization, even if that acceptance is verbal and not yet in writing. If you have any questions about what to do in your situation, please contact the CDIC. Any student who withdraws acceptance of an offer may result in the suspension of recruiting privileges and access to Handshake.
- Once I have accepted a job offer, I agree to withdraw my applications for all outstanding opportunities.
- The Career Development & Internship Center makes no endorsements or guarantees regarding companies or organizations seeking to hire Assumption College students. The CDIC is not responsible for any employment decisions made by companies or organizations.

Violation of any of the above policies, may result in restricted access to Handshake and CDIC events.

Recruiting Disclaimer:

The Assumption College Career Development & Internship Center (CDIC) provides Handshake, a job posting and career resource website, as a service to students and alumni. However, please note that it is the responsibility of the candidate to thoroughly research each employer and each opportunity for which he/she chooses to apply. The CDIC is not responsible for employer misrepresentations, including but not limited to wages, working conditions, safety, or other work-related issues that may occur as a result of accepting an offer with an employer through Handshake. The CDIC has no control over the opportunities promoted through Handshake and encourages all students and alumni to use their best judgment when applying to these and other opportunities. If you have any questions or concerns regarding the validity of an employer or job posting, employer interview practices, or any other interaction that you may have with an employer, please contact us at careerdevelopment@assumption.edu.

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