



Career Development and
Internship Center

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 University and may influence the current and future relationships that we build for the benefit of 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 University 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, and services.

Recruiting Disclaimer:

The Assumption University 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.

500 SALISBURY STREET, WORCESTER MA 01609-1296
508-767-7227

CAREER.ASSUMPTION.EDU

UPDATED: AUGUST 2020



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ON-CAMPUS RECRUITING PROGRAM

The Assumption University On-Campus Recruiting Program provides students with the opportunity to interview for entry-level and internship positions with participating employers. On-Campus Recruiting should not be the primary focus of any job search and is intended to supplement your personal employment search.

Students may choose to submit their resumes to as many positions as desired and may sign up for all interviews for which they are selected. There is no guarantee of being selected for an interview or for receiving a subsequent interviews or job offers. Employers make the selections based on their needs and criteria.

STUDENT ELIGIBILITY

- These recruiting policies are in addition to the other Student Recruiting Policies.
- The On-Campus Recruiting program is limited to full time Undergraduate students and students enrolled in the Accelerated MBA Program.
- All correspondence regarding your applications and interviews will be sent to your assumption.edu email - you must check this email address on a daily basis.
- You must obtain approval for your resume from the Career Development & Internship Center prior to submitting to any position on [Handshake](#). Please note that resume reviews may take up to 24 hours (on business days).
- You must submit your approved resume to each position in which you are interested and submit any additional required documents (i.e. transcripts) prior to each position's deadline. It is your responsibility to be aware of all upcoming recruiting deadlines.
- If you are selected for an interview, you must sign up for an interview time or decline the interview within 48 hours of receiving notice of your selection. All interview sign ups must be completed through Handshake.
- 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.
- Once you have signed up for an interview, you **must attend the interview or cancel within 48 hours of the scheduled interview time**. Cancellation requests must be provided in writing to Career Development & Internship Center at careerdevelopment@assumption.edu or by calling 508-767-7227.
 - If you do not cancel the interview within **48 hours** or do not contact Career Development & Internship Center in a timely manner in the event of an emergency or illness, you will be **fined and suspended from the OCR Program for the remainder of the academic year**.
 - If you do not abide by the cancellation policy or are excessively late for an interview, you must contact the employer in writing to apologize for the inconvenience and provide proof of contact to Career Development & Internship Center within 24 hours of your scheduled interview time.
- You must accept all job offers in good faith. Once you have accepted an offer, verbally or in writing, you have committed to employment and are no longer permitted to participate in the OCR program.

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