



University of Wisconsin-Madison  
Policies for Student Use of Handshake

## Background

Access to Handshake is provided to enrolled, degree-seeking students, capstone 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.

*Exclusive Handshake Account.* Each Handshake account is for use by UW-Madison 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

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 UW disciplinary action as detailed in the [UW System Administrative Code, Chapter UWS 17.03\(7\)](#) 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 of their documents and correspondence. This includes updating phone numbers and email addresses while living or studying abroad.

*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.

*Report Job, Internship, and Co-Op Offers/Acceptances:* Students and alumni will report all job and internship offers and acceptances as well as provide post-graduation information to their career center.