



# Interview Candidate Expectations and Policies

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The Twardowski Career Development Center (TCDC) offers a range of services to assist you with your job and internship search. Handshake is the online, one-stop career management system for WCU students, alumni, and employers. To ensure the integrity of the system and employment processes, all Handshake users and On-Campus Interview candidates are responsible for reading and adhering to the following expectations and terms of using the services.

**FERPA Authorization:** By logging into Handshake you give permission to the WCU Twardowski Career Development Center (TCDC) to share your resume and any other uploaded documents with employers. Employers do not have access to your account or profile information, only to the documents you submit directly to them via an application or any resume you make available in a Resume Book.

## Participation in the Handshake

In order to participate in the career center's Handshake database you will need to:

- Provide accurate and honest information about your education, experience and qualifications for full-time positions and/or internships for which you apply.
- Keep your account profile updated
- Be professional and timely in all communication with employers via Handshake
- Contact the Associate Director or Director at [recruit@wcupa.edu](mailto:recruit@wcupa.edu) or (610) 436-2501 with any questions related to accepting/refusing a job offer or if an employer withdraws an offer.
- Read the NACE article: "[Playing Fair...Your Rights and Responsibilities as a Job Seeker](http://www.eeoc.gov/facts/qanda.html)" and <http://www.eeoc.gov/facts/qanda.html>

## Participating in On-Campus Interviews

*In order to participate in on-campus interviews you will need to:*

- Attend all scheduled interviews, unless you have notified the TCDC of the need to cancel the interview prior to the scheduled appointment (*see Cancellation Policy*).
- Represent yourself well: research the organization in advance of your interview; prepare for the interview by utilizing TCDC resources; arrive to your interview at least 5-10 minutes early; dress professionally and bring copies of your resume on resume-quality paper.
- If you apply for a position but then change your mind, you are able to withdraw your applications. You may withdraw your application at any time prior to the resume submission deadline.

## Signing Up for Interviews:

- If you are Pre-selected for an interview, you have priority scheduling privileges; you have the first opportunity to sign up for interview time slots.
- If you are selected as an Alternate candidate that means after a few days the schedule will open to you to sign up, if all the Pre-selected candidates have not already taken all of the time slots available.
- Consult the Schedule Details attached to each job you have applied to, to be familiar with all of the associated interview sign-up deadlines.

- If you are selected for an interview, after careful consideration and review of an interview invitation, you may decline if you decide to not participate.

***Cancellation Policy:***

- Once you have signed up for an interview, you may cancel or reschedule your interview until three (3) days prior to the interview date. At that point, the schedule closes and is finalized.
- Once the schedule is closed/final, you must notify the TCDC at (610) 436-2501 if at this time you need to cancel your interview. A "late cancellation" is any interview that is cancelled after the schedule closes.
- For late cancellations, you must submit a letter of explanation via email to the TCDC (recruit@wcupa.edu). Address your letter to the employer.
- If your letter is deemed appropriate by the TCDC, the letter will be forwarded to the employer. If your letter is deemed inappropriate or insufficient, you must arrange a meeting with the TCDC Associate Director or Director; your Handshake account will be suspended until a sufficient letter is approved.

***No-Show Policy:***

- If you do not show up for a scheduled interview and did not contact the TCDC in advance, you are considered a "no-show." Access to your Handshake account will be suspended until you submit a letter of explanation.
- Submit a letter of explanation via email to the TCDC (recruit@wcupa.edu) within two business days of the interview. Address your letter to the employer.
- If your letter is deemed appropriate by the TCDC, the letter will be forwarded to the employer and your Handshake account will be reactivated.
- If your letter is deemed inappropriate or insufficient, you must arrange a meeting with the Associate Director or Director; your Handshake account will remain deactivated until a letter is approved.
- If you are a no-show for more than one scheduled interview, you will lose all access to the Handshake as well as the On-Campus Interview Program until you have met with the Associate Director or Director of the TCDC, to discuss the situation.

***Account Suspension & Interview Status:***

- If your Handshake account has been suspended because of past no-shows, but you still have other interviews scheduled, it is still your responsibility to honor any additional interviews that you have already scheduled in the On-Campus Recruiting Program.

***Accepting a Job:***

When you accept a job offer, it is important to inform the TCDC of your decision because it affects your participation in the On-Campus Interview Program. We also appreciate this information to track our students' employment outcomes. As such, you should keep the following principles in mind:

- Accept an offer for full-time position or internship in good faith, with the full intention of honoring your commitment.
- When you accept a job offer, you must notify potential employers (if you still have outstanding offers or interviews) and contact the TCDC within two business days of your acceptance.
- Withdraw from all other scheduled interviews immediately upon accepting a position offer.
- Inform the TCDC of your job offer by contacting our Associate Director or Recruiting Coordinator at 610-436-2501 or recruit@wcupa.edu.
- Refer to the NACE article: ["Playing Fair...Your Rights and Responsibilities as a Job Seeker"](#).

- If the TCDC is notified by an employer that you reneged on an offer received through On-Campus Interviewing/Handshake, the Associate Director or Director will contact you to discuss the circumstances.

***Inclement Weather Delays/Closings:***

- If there is a delayed opening for the University, the career center will open at the time indicated on the WCU website.
- If you have an interview before the delayed opening time, you are not expected to be at the center. For example, if you are scheduled for a 9 a.m. interview and the University opens at 10 a.m. you are not expected to come to the center at 9 a.m.
- If your interview time coincides with the time or is after the time when University opens, you are expected to be in the career center.
- **We want you to be safe, so please call us if you are unable to make your interview; stay tuned to text alerts, your voicemails and emails, or call the office if you are in doubt.**