

Handshake @ Illinois Users agree to the following terms:

- Credentials, abilities, qualifications, and interests must be honestly and accurately articulated. Documents and profile information must be truthful, accurate, and up-to-date. Any deliberate misrepresentation, including, but not limited to account sharing or changing profile information to meet qualifications for positions may result in permanent loss of access to Handshake @ Illinois and loss of services provided by University of Illinois Career Services offices, and may be a violation of the University of Illinois Student Code.
- Limited profile information of student users will be periodically updated from university records. Discrepancies between your Handshake @ Illinois profile and your actual information should be addressed with your career services office.
- All interviews and scheduled appointments are to be kept. If cancellation becomes necessary, users are expected to cancel their interview and/or appointment via Handshake @ Illinois. If cancellation via Handshake @ Illinois is not possible, contact your career services office as soon as possible. Late cancellations may be reviewed and missing an interview without notifying career services, even in emergency situations, can be subject to disciplinary action, including, but not limited to, loss of access to Handshake @ Illinois and other services provided by University of Illinois Career Services offices.
- Employers must be notified of acceptance or rejection of offers (internship/co-op/full-time) as soon as possible and no later than the mutually agreed upon offer deadline.
- Interviewing for other opportunities must be discontinued upon accepting (verbal or written) an offer. Once an offer has been accepted, all upcoming interviews must be cancelled by contacting career services and the organizations. If any concerns about an offer arise, career services is available to discuss the situation.
- Reneging on an accepted offer (internship or full time) may result in permanent loss of access to Handshake @ Illinois and other services provided by the University of Illinois Career Services offices.
- Users are to only pursue interviews with employers that are of genuine interest.
- Career Services may review or use profiles and documents (e.g. resumes, cover letters, applications, and profile information) for the purpose of ensuring quality and appropriateness of documents and/or evaluating career services, programming, or outcomes. At no point will any identifying information be shared with outside parties for these purposes.
- Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, Career Services of the University of Illinois is authorized to release resumes, cover letters, applications, and public profile information to prospective employers and their designated representatives or third-party agents for the purpose of providing such employers with information concerning employability. Career Services takes reasonable and appropriate measures to ensure that personal information is stored in secure operating environments. Further, the Board of Trustees of the University of Illinois, its officers, agents, and assignees are held harmless from any damages that might incur as a result of released information.
- Concerns about companies or positions on Handshake should be directed to your career services office.