

# Student Handshake & Recruiting Policies at Tompkins Cortland Community College

## Handshake Policy Statement

Handshake offers Tompkins Cortland Community College students and alumni access to job and internship postings, on-campus interviews, employer presentations, and job school fairs. Ethical use of this system ensures fair use for all students and employers. The following four policies are designed to encourage ethical use. **Your usage of the system implies your agreement to these policies and TC3 recruiting practices. The College reserves the right to revoke student or alumni participation in recruiting events and on Handshake as it deems appropriate based on unprofessional or no-show activity.**

### **1. Falsification of Information Policy**

Students and alumni who deliberately falsify documents (e.g., resumes, cover letters, etc.) or misrepresent personal information (e.g., major/college/school, degree level, graduation date, employment eligibility, etc.) will be blocked from using Handshake services until the information is corrected.

### **2. Resume and Cover Letter Policy**

We reserve the right to remove documents that fail to meet baseline professional standards. To help students succeed and to ensure quality within the system, Career Services offers to