The Office of Career and Professional Development is designed to meet the needs of enrolled students and alumni. In limited cases, students from other universities may utilize office services with the permission of the Director of the Office of Career and Professional Development.

**Policy for Use of Career and Professional Development**

The use of the Georgia Southern University Office of Career and Professional Development is extended to the following groups at no cost:

- Students currently enrolled in a Georgia Southern degree program
- Students currently enrolled in a University System of Georgia school
- Georgia Southern alumni who are in good standing
- Students from a school outside of the state of Georgia (for reciprocity, a written request from the students Career Services office must be received prior to services offered)

**Interview and Employer Engagement Policies**

A. **No Show**

The Office of Career and Professional Development works hard to provide services to help you be successful in your job search. When you register with the Office of Career and Professional Development, you are entering a partnership. The Office of Career and Professional Development also has partnerships with the hundreds of employers who seek out our assistance with their hiring needs. Missed appointments or cancellations inconvenience employers and are inconsiderate of other students who may have desired an appointment but were unable to get on the interview schedule. The situations also have negative implications on the University’s relations with the employer and can affect opportunities for other GSU students. This policy refers to all on-campus interviews, employer mock interviews and other employer appointments that you might have.

**No-Show to On-Campus Interviews:**

A No-Show is defined as an individual who does not notify the Office of Career and Professional Development more than 48 hours prior to the interview of his or her inability to honor the appointment. Missing the scheduled interview, arriving late or canceling within 48 hours of the interview are all considered No-Shows. The Office of Career and Professional Development will notify you via email of your missed interview and inform you about the no-show policy.

**If you No-Show:**

If you are a No-Show for a scheduled interview your interviewing privileges will be temporarily revoked in Handshake. To reinstate your interviewing privileges you must meet with a professional staff member in the Office of Career and Professional Development to discuss the reason for your No-Show. You will be required to write a letter of apology to the employer of the scheduled interview stating the reason for missing the interview.
Second No-Show
If you fail to appear for a second interview your interviewing privileges will be revoked while you are at
Georgia Southern University. Extenuating circumstances will be taken into consideration. While this may
seem unfair, missing an interview reflects badly on Georgia Southern University and keeps other students
from interviewing.

B. Cancellation
Cancellations can be made prior to 48 hours before the interview by logging into your Handshake account
or by contacting the Office of Career and Professional Development at 912.344.2563 (Armstrong campus)
or 912.478.5197 (Statesboro campus). If your application is connected to an interview schedule, and the
status has been changed to primary, alternate, hired or declined you will not be able to withdraw your
application and you will see the message below:

"Reach out to your career center by visiting your university home page on Handshake and request
that your application is withdrawn."

If your application status is still pending then you can withdraw your application by clicking withdraw
your application on Handshake. This will bring up a confirmation message that lists the job you are
withdrawing your application from as well as any interview schedules that may be associated with that
job Click Withdraw to confirm that you would like to withdraw your application from the job and all
associated interview schedules. Any cancellations within 48 hours of the interview are considered a No‐
Show.

C. Alcohol
Georgia Southern University is a member of the National Association of Colleges and Employers (NACE),
the professional association for college recruiters and career services professionals. Our office abides by
the Principles of Professional Conduct which state that "Serving alcohol should not be part of the
recruitment process on or off campus. This includes receptions, dinners, company tours, etc." We
encourage students not to partake of any alcohol beverage during the interview process. This could be
detrimental to receiving an offer of employment. No alcohol will be served at any on‐campus recruitment
event.

D. Employment Offer Guidelines
When accepting an offer of employment you are committing yourself to that employer. Before you accept,
be sure to take time to consider your options. To break your word or fail to carry out a promise on an offer
would reflect poorly on you, other students, The Office of Career and Professional Development, and
Georgia Southern University. Your actions may hinder future opportunities for other students.

After accepting an offer, your job search must end. Your next step is to change your online job search
profile to show you are no longer seeking employment and remove your resume from consideration for
other job opportunities. If you are already scheduled for other on-campus interviews, please cancel your
appointment as soon as possible to allow other students the opportunity to interview.
If you renege on a job offer which was gained through on-campus recruitment, your interview privileges will be revoked while you are at Georgia Southern University.

E. Mock Interviews
Mock Interviews with an Employer and/or an Office of Career and Professional Development staff member are considered an on-campus interview schedule. Please keep in mind that a mock interview with an employer is a commitment they have made from their busy schedules to assist you with your interview skills. Please review all of the Interviewing Policies as they apply to mock interviews as well.

Student Appointment Policy
Any student arriving 10 minutes late without prior notice to a scheduled appointment with an Office of Career and Professional Development staff member will be re-scheduled by the front office staff.

Privacy Policy

Personal Information
The Office of Career and Professional Development at Georgia Southern University is committed to providing its users sound privacy practices regarding electronic personal information. We operate computer systems that are developed by the Office of Career and Professional Development in partnership with external organizations for our job listings, student/employer database and On-Campus Recruiting services. Information collected by these systems is used to provide and tailor services to our customers and for program planning purposes. Information is also used to construct aggregate reports for state agencies and internal institutional studies.

Data collection and access to student information is governed by the following campus and federal policies:
Federal Family Educational Rights and Privacy Act

Handshake
Job listings, resume services, career event information, and professional recruiting activities are provided through Handshake, Georgia Southern’s career development platform.

Employers using the Handshake system are vetted by the Office of Career and Professional Development, however, job opportunities are posted directly by employers. Due to the volume of these postings each job opportunity on Handshake may or may not have been reviewed before posting. Site users are urged to validate job postings and use caution and common sense when applying. Do not disclose social security numbers, credit card information or bank account numbers to unknown employers.

External Websites
While using the Office of Career and Professional Development website, you may encounter hypertext links to the web pages of organizations not directly affiliated with Georgia Southern University. The Office of Career and Professional Development does not control the content or information practices of these external
organizations; we highly recommend that you review the privacy statements of these organizations.

**Grievances**

The Office of Career and Professional Development staff will investigate complaints by users of our services about on-campus and off-campus interviews, job postings, employers, or career events. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the employer involved or suspend recruiting privileges for students and alumni.

**Reciprocity Policy**

Many Career Services throughout the state of Georgia and country provide reciprocity to students of other schools. Reciprocity is the mutual exchange of services to non-Georgia Southern University students and alumni.

In the Office of Career and Professional Development at Georgia Southern University, we allow students/alumni from other Georgia universities/colleges and from around the country to use select services. These services are offered on a case-by-case basis as long as they follow the guidelines below.

- Requests for Reciprocity must be made in writing (mail or email) by the career services of the requesting school. It is the responsibility of the requesting school to notify its student/alumnus of the acceptance or rejection of reciprocity.
- Reciprocity visitors must bring a copy of the letter granting them the use of our services with them.
- Reciprocity privileges will last only three months from the date the acceptance is given. After that time they must again request (through their career services) to use our services.
- The Office of Career and Professional Development has the ability to limit or revoke reciprocity to visiting students/alumni.

If you have any questions regarding the Georgia Southern University Office of Career and Professional Development Reciprocity Policy please contact our office at 912.478.5197.