

# Career Development Center Service Policies

When students use the services provided by the NYU Shanghai Career Development Center, they must adhere to the following guidelines. Violations of these guidelines will remain on student records.

When participating in NYU Shanghai CDC on-campus events, using its services and joining its off-campus programs, I agree to the following:

- All information found on my resume, unofficial transcript and Handshake profile and other social media platforms is up-to-date, truthful, and accurate.
- I will not share my login information with other individuals from NYU Shanghai and its peer institutions.
- I give permission to the NYU Shanghai Career Development Center to provide my resume and other job search documents to prospective employers.
- I will honor all commitments. When I RSVP for events, I understand that I am making a commitment to attend. If I cannot attend, I will cancel my reservation prior to the event, so that a peer can replace me.
- I will exercise professional conduct during all career development and recruitment related activities, including interactions with NYU Shanghai Career Development Center staff.
- I will notify employers of acceptance or nonacceptance of internships or full-time offers in a timely manner, either verbally or in writing.
- If I renege on a verbal or written offer, my Dean will be contacted and accept any resulting consequences.
- Jobs listed in Handshake may not be shared with another recruiting entity or posted to another job site.

I accept that failure to adhere to any of the above points may result in the removal of my NYU Shanghai Career Development Center privileges, including access to Handshake, On-campus Recruiting jobs, career fairs, and career counseling appointments.

## **Terms and Conditions for All Students**

The NYU Shanghai Career Development Center is only an intermediary between employers posting job opportunities and candidates searching for job opportunities. The CDC is not involved in any actual transaction between employers and candidates. As a result, the Career Development Center has no control over the quality, safety or legality of the jobs or resumes posted, the truth or accuracy of the listings, the ability of employers to offer job opportunities to candidates or the ability of candidates to fill job openings.

Since user authentication on the Internet is difficult, the Career Development Center cannot and does not confirm that each user is who they claim to be. Because we do not and cannot control the behavior of participants on our website, in the event that you have disputed with one or more users, you release the Career Development Center and NYU Shanghai from claims, demands, and damages (actual and consequential, direct and indirect of every kind and nature, known and unknown), arising out of or in any way connected with such disputes. If you are a student, by submitting your resume to any service including NYU Shanghai Handshake, any Resume Book, you are authorizing the Career Development Center to forward your resume to selected employer partners.

Finally, please note that the CDC expects that students to exercise caution and common sense when using this website or related websites. The material herein may contain inaccuracies or typographical errors. The CDC makes no representations about the accuracy, reliability, competencies, or timeliness of the website or the material.