



# **SNC Office of Career & Professional Development** **Privacy Statement**

Updated January 2021

The Office of Career & Professional Development (CAPD) at St. Norbert College (SNC) strives for open access and connections between students and employers. Handshake, is a job posting database and is provided free of charge to employers and to SNC current students and alumni. The SNC Office of Career and Professional Development abides by the [Principles of Ethical Professional Practice](#).

Job/internship listings, on-campus interviewing, and career fair registrations are provided through Handshake, which serves as the Office of Career & Professional Development's Career Management System (CSM). The SNC CAPD office provides these services through Handshake. The SNC Office of Career & Professional Development is a member of the [National Association of College and Employers](#), a nonprofit professional organization for career centers and employers and Handshake, a career services platform that connects students, schools, and employers. For details on their privacy practices, please review the [Handshake Privacy Policy](#).

The Office of Career & Professional Development at SNC makes no representation or guarantees about positions posted in Handshake or positions highlighted via CAPD social media accounts. We do not perform background checks on individuals applying for jobs, nor on employers posting job opportunities. Employers and job seekers are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and applicant. Job seekers are urged to carefully review 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.

The SNC Office of Career & Professional Development is committed to providing privacy of personal information for our clients to the fullest extent permitted by law. Although the SNC Office of Career & Professional Development maintains ownership of all student and alumni profile data and resumes in Handshake, resumes and profiles of students and alumni participating in any of these services reside on Handshake servers. Employers may also request resumes through Handshake, but students must OPT IN via their account settings for employers to view their resume.

The SNC Office of Career & Professional Development will not disclose a client's protected information to third parties or government agencies, without consent, unless required by law. Client and employer information from Handshake may be used to construct aggregate reports that assist the SNC Office of Career & Professional Development in program planning for statistical reports or to inform clients of services and programs of interest. This information may also be used to troubleshoot problems and is accessible only to SNC Career & Professional Development staff. Information routinely shared with parties outside of the SNC CAPD office is shared only in aggregate form.

## **Student Disclaimer**

Because Handshake acts as a Career Management System (CRM), the professional staff uses Handshake for the documentation of counseling appointments and notes. We follow the [NCDA Code of Ethics](#) in the development of all counseling plans.

Once a week, the Office of Career & Professional Development completes a data sync with the college's system, Business Objects, to sync personal information ONLY (name, address, telephone number, email address, student id number, degree(s), etc.) in order to maintain continuity of personal data across college platforms. Please note that NO information such as counseling notes are transmitted to any other entity at the college. If you determine that you do not want your personal information in our database, please complete a FERPA form through the office of registration and records at SNC so that we do not access your information.

By utilizing Handshake, students and alumni are agreeing to allow the personal and professional information they provide to be accessed by the SNC Office of Career & Professional Development.

Students and alumni using Handshake consent that information found in their account profiles, resumes, cover letters and other relevant documents is truthful and accurately represents both their education and experience.

The Office of Career & Professional Development at SNC makes no recommendation regarding employers, and makes every effort to approve legitimate job opportunities. While the CAPD office works diligently to monitor jobs, occasionally postings may occur that are fraudulent.

Here are some good tips to identify a job that is probably a scam:

- Employer asks for extensive personal information such as credit card, social security or bank account numbers.
- An employer asks for money upfront
- The job requires the employee to wire money through Western Union/MoneyGram or asks the employee to cash/deposition checks sent to them
- Employer e-mails are rife with grammatical and spelling errors
- E-mails purporting to be from job posting Web sites claiming there's a problem with a job hunter's account
- An employer offers the opportunity to become rich without leaving home
- You receive an unexpectedly large check.
- The salary and benefits offered seem too-good-to-be-true

If you view a job posting that matches these characteristics please contact the Office of Career & Professional Development at 920.403.3040 or [careers@snc.edu](mailto:careers@snc.edu)

## Questions

If you have questions about our Privacy Statement, please contact MaryEllen Olson ([maryellen.olson@snc.edu](mailto:maryellen.olson@snc.edu)), Director of the Office of Career & Professional Development.