



# Student Policies and Guidelines

The Ventura College Career Development Center Handshake (VC Job Board) system is intended for the listing of legitimate full-time, part-time, internship, and volunteer positions by businesses, government agencies, nonprofit organizations, and individuals who adhere to [Equal Employment Opportunity](#) guidelines. We expect students to use Handshake in a professional manner and for employers to do the same. Please review the warnings and guidelines below so that you are fully aware and informed of your responsibilities before interacting with employers using the Handshake system.

## Handshake Disclaimer and Warning

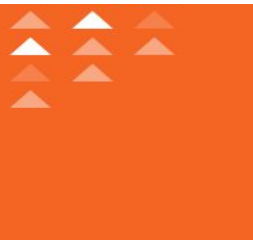
Handshake postings are made by employers without endorsement, direct or implied, by Ventura College Career Development Center or the college. It is the responsibility of any job- or internship-seeker to be aware of the dangers of online job seeking, to review our safety tips for job seekers, and to research potential employers prior to applying. We do not and cannot control the behavior of participants in Handshake. By utilizing Handshake, you release the Ventura College Career Development Center (and our agents and employees) from claims, demands, and damages (actual or consequential, direct and indirect of every kind and nature, known and unknown), arising out of or in any way connected with any related disputes.

We urge you to use good judgment in your interactions with employers. We strongly urge you to carefully read our [SAFETY TIPS FOR ONLINE JOB SEARCH](#). Please report any concerns about potential employers or job postings to VC Career Development Center in person or by phone at (805) 289-6473.

## Guidelines for Handling Job/Internship Offers

VC Career Development Center supports both employers and students in the hiring process. We assist employers in maximizing their recruiting results and we assist our students in making informed career decisions. **In order to project the utmost professional image to employers and to successfully participate in recruiting activities, we strongly urge Ventura College students abide by the following guidelines:**

- At all times in the recruitment process, represent yourself and Ventura College in an appropriate and professional manner.
- Recognize that not all offers are negotiable, even in a competitive market. Be realistic about your expectations and conduct appropriate research before approaching an employer.
- Do not hoard offers. If you are interested in a particular offer, let the employer know immediately.
- Notify organizations on your decision regarding their offers in the agreed-upon timeframe. If you need more time, you may contact the organization for a possible extension. However, it will be the employer's decision whether to grant that request for more time.
- Accept an offer only after careful consideration. Ask an employer for more time if you need.

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- After accepting an offer, withdraw from the interview process with other companies. If you are holding pending offers, you are expected to immediately notify these organizations of your final decision.
  - Do not renege after accepting an offer, except in cases of extreme personal emergency.

*Accepting an offer, either verbally or in writing, is an agreement to work for an employer. Please consider that unprofessional behavior, such as rejecting an offer after having previously accepted, may ruin your chance to work for certain companies permanently and you may also affect future VC Pirates if the company chooses not to recruit at Ventura College due to your actions.*

### **Additional Job Offer Information that you should know:**

We also want to make sure that you are aware of the following information to ensure that you are not feeling pressured or unprepared when making a sound career decision:

- Make sure that you have the conditions of your employment/internship offer clearly defined in writing (job duties, salary, bonuses, benefits, starting date, work location, etc.). If a formal offer letter does not follow a verbal offer, follow up with the employer immediately and request this document.
- Understand the implications of “exploding offers.” Exploding offers are offers with “short fuse” deadlines. Employers may attempt to pressure you into accepting their offer immediately, thereby lessening the opportunity for competing offers. Examples include:
  - An employer requires candidates to accept offers within a very short time (24-48 hours);
  - An employer extends offer to candidates that exceed the number of openings available, and tells candidates that they will be hired on a first-come, first-serve basis;
  - An employer gives signing bonuses only to candidates who accept offers immediately;

We ask that employers who recruit with Ventura College give all students a minimum of 2 weeks in which to make their decision. Similar to the guidelines we have for students, we also ask that employers abide by the specific guidelines outlined in [Employer Policies](#).

**If at any time in the recruitment process, you have questions, are unsure how to proceed, or are experiencing undue pressure to make an employment decision, please make an appointment with the VC Career Development Center. We are here to help you navigate this process, make the best decisions, and act in a professional manner.**