



Career Planning and Placement Office Policies

Student Policies

Student Appointment No-Show Policy

Students who have scheduled appointments with Career Planning and Placement staff and are unable to attend should notify the CPP office 24 hours prior to their appointments. Students who do not show up for their appointment and have not notified our office will be marked as a no-show. Students who no-show for two scheduled appointments within one academic year will experience a 30-day suspension of their Handshake account. Exceptions may be made on a case-by-case basis at the discretion of the Career Planning and Placement Director.

On-Campus Interview (OCI) No-Show Policy

Students are required to notify a Career Planning and Placement staff member if they decide to decline an on-campus interview offer. If a student does not show up for a scheduled on-campus interview and makes no attempt to contact Career Planning and Placement staff or the employer, the student's Handshake account will be suspended. To have his or her account reactivated, students must speak with a Career Planning and Placement staff member and write an apology letter to the employer.

Please Note: The On-Campus Interview No-Show Policy also applies to the employer-hosted mock interviews that are planned and coordinated through Career Planning and Placement.

Career Fair Dress Code Policy

Professional dress is required at the Fall and Winter Business Career Fairs, as well as at the Fall Meet the Accounting Firms and Winter Accounting Summer Programs Night events. T-shirts, jeans, sweatpants, sweatshirts, and tennis shoes are not considered professional business attire. Failure to arrive in professional attire will result in non-admittance to the event. No exceptions will be made. Career Planning and Placement staff are able to make judgement calls regarding what is and is not considered professional business attire.

If you are concerned about what is considered professional business attire, please call Career Planning and Placement at (313) 577-4781 or email our office at bizcareers@wayne.edu. We also have a Dress Closet from which students are able to rent professional attire as needed. See 'Dress Closet Policies' below for more information.

Student Policies Continued

Policy for Administering Career Assessments

Career Planning and Placement (CPP) staff reserve the right to permit or deny students' access to the career assessments offered through our office. Given the costly nature of these assessments, students are required to meet with a Career Planning and Placement staff member to determine the need for a career assessment. An assessment will only be distributed to a student if CPP staff determine that the student would benefit from an assessment. If the assessment is deemed unnecessary, students have the ability to pay for the assessment out-of-pocket should they still want to pursue that option.

Please Note: If an assessment is deemed unnecessary, students are still able to access all other CPP services. Our goal is to promote students' short- and long-term career success, and we are able to do that even if an assessment is not administered.

Handshake Student Policies

Career Planning and Placement staff reserve the right to suspend student accounts if foul behavior has been noted with employers or with fellow students. If your account is suspended for any reason, Career Planning and Placement staff will communicate with you regarding your options for reactivation.

Handshake accounts will become inactive for students who have not taken classes at Wayne State in three consecutive semesters and who have not obtained a degree. Students who are currently taking classes or who have completed a degree will always retain access to their Handshake account.

Employer Policies

Career Fair Policies

Mike Ilitch School of Business career fairs are invitation-only events given our limited space. This includes all of the following events: Fall Business Career Fair, Winter Business Career Fair, Meet the Accounting Firms Career Fair (Fall), and Accounting Summer Program Career Night (Winter).

If all of our invitations have been extended, interested employers will be placed on a wait list. Invitations may be extended to employers on the waitlist if additional space becomes available prior to the career fair.

Please Note: Employers who are interested in recruiting Wayne State University Mike Ilitch School of Business students but who do not receive a career fair invitation can still actively recruit by holding meet-and-greets, company presentations, or by posting job opportunities on Handshake (wayne.joinhandshake.com). Please email our office at bizcareers@wayne.edu to learn more about additional recruiting opportunities.

Employer Policies Continued

Career Fair Payment Policies

Career fair payments are due two business days prior to the date of the career fair. This applies to the Fall Business Career Fair, Winter Business Career Fair, Meet the Accounting Firms Career Fair (Fall), and Accounting Summer Program Career Night (Winter).

Late payments will be subject to a \$50 late fee. Check and credit card payments will be deemed late if not collected two business days prior to the event. Updated invoices will be sent out to employers once their payment has been processed. Payments can be made in two manners which are detailed below:

1. **Via Check:** Checks should be made out to “Wayne State University Mike Ilitch School of Business Career Planning and Placement”. Submit your check to the following address:

Wayne State University - Mike Ilitch School of Business
Career Planning and Placement
2771 Woodward Ave, Suite 299
Detroit, MI 48201

2. **Payment by Credit Card:** We accept Visa and MasterCard payments only. You can call Career Planning and Placement at 313-577-4781 to make your credit card payment over the phone.

Career Fair Cancellation

Employers who are registered for a career fair and would like to cancel their registration must call Career Planning and Placement at 313-577-4781. Refunds for career payments will only be made if the cancellation notice is given at least 48 hours prior to the start of the event. Employers who cancel after this point in time may not receive a refund for their career fair payment and will still be liable for the invoiced amount if no payment has been received.

Career Fair Employer No-Show

Refunds will not be issued to companies who registered for a Career Planning and Placement career fair but did not attend. If your company does not show up for an event, you will still be required to pay the amount of the original invoice.

Career Fair Non-Payment

Employers who attend a Business Career Fair and do not pay the invoiced amount will be liable to pay the amount in full before registering for future events. Non-payment may impact future career fair invitations.

Please Note: With all Mike Ilitch School of Business career fairs policies, exceptions may be made on a case-by-case basis.

Employer Policies Continued

Handshake Employer Policies

In an effort to provide the best possible opportunities for our students, Career Planning and Placement staff reserve the right to approve or decline employer accounts in Handshake. We also reserve the right to approve or decline individual job postings. If you have questions or concerns regarding your Handshake account, please contact Career Planning and Placement by phone at 313-577-4781 or via email at bizcareers@wayne.edu.