

Indiana Tech  
Career Center  
Student/ Alumni/ Employer  
CSO/Warrior Jobs  
User & Participation Agreement

The Career Planning and Development Center agrees to:

- **PROVIDE SERVICES:** Offer services to assist you with your career decision making and job search activities.
- **ACCESS OF INFORMATION:** Provide you with access to information on a range of career opportunities and type of employing organizations.
- **NON-DISCRIMINATION:** Provide you with access to prospective employers without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability and provide you with reasonable accommodations upon request.
- **PROTECT CONFIDENTIALITY:** Exercise sound judgment and fairness in maintaining your confidentiality.
- **STUDENT ADVOCACY:** Discuss EEO noncompliance and unethical behavior exhibited by an employer and take appropriate action when needed.
- The Career Center has the right to refuse any posting not in alignment with the university's stated mission and purpose statements (fraudulent job/internship postings).

The Student agrees to:

- **ACCURATE INFORMATION:** Certify that information found in any resume, profile or other job search documents is truthful and accurate.
- **EXERCISE PRECAUTIONS:** While the majority of postings are screened by the Career Planning & Development Center (CPDC), students are advised to contact the CPDC if they have questions regarding the validity/legitimacy of the employer or position posted.
- **GRANT ACCESS:** Students grant permission to provide resumes and other job search documents to perspective employers by posting a resume to a "Resume Book" in Warrior Jobs.
- **HONOR COMMITMENTS:** Pledge to honor all interview commitments that have been previously scheduled with employers and keep appointments scheduled with staff professionals in the CPDC.
- **GENUINE INTEREST:** Sign up for interviews with only those employers for whom the student is interested in working.
- **PROFESSIONAL CONDUCT:** Notify the employer on a timely basis of an acceptance or non-acceptance of an offer, accept and offer of employment in good faith, withdraw

from the recruiting process after accepting an offer of employment, and discontinue pursuit of a position with other employers upon accepting an offer.

- **CONSEQUENCES FOR NON-COMPLIANCE:** Accept that failure to adhere to any point in this agreement may result in removal of privileges with the CPDC.

**Employers-** Large and small businesses, government and non-profit organizations offering full-time, part-time, seasonal jobs, internships, and co-ops may list employment opportunities (at no cost) with the CPDC.

Employers agree to:

- **NOT DISCRIMINATIVE:** Employers agree to screen and hire without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability and provide reasonable accommodations upon request.
- **PROFESSIONALISM:** The CPDC expects the same professionalism from our employers that we expect from our students. All employer representatives are encouraged to review the Principles for Employment Professionals developed by the National Association of Colleges and Employers (NACE).
- **CONFIDENTIALITY:** Recruiters must treat all student information, including resumes and transcripts, as strictly confidential. All interviewers should be trained to ask only those questions that are legal and appropriate.
- **ALCOHOL FREE POLICY:** In addition, serving alcohol should not be a part of the recruitment process. All activities, including, but not limited to informational meetings and presentations, should be alcohol free. All on campus interviews should be held in the CPDC's Interview Center unless otherwise cleared by the Director of the Career Planning & Development Center.
- **APPROPRIATENESS:** Jobs that are located at an individual's place of residence will not be posted. In addition, jobs containing a personal email address and/or personal telephone number as the contact will not be posted (i.e.: yahoo, hotmail, gmail, etc.)
- **COMPENSATION:** Unpaid internships may be posted at the approval of the CPDC. Compensation in the form of straight commission only will not be allowed to attend campus career fairs.
- **FEES:** Positions that require fees and/or require a student to act as an independent contractor will be posted at the discretion of the CPDC. These types of companies may be allowed to attend campus career fairs.
- **DIRECTION:** Internship inquiries and opportunities will be directed to the Career Center Internship Coordinator, Bhavika Mistry-Onulak, at [bxmistry-onulak@indianatech.edu](mailto:bxmistry-onulak@indianatech.edu) and/of the appropriate academic department.
- The Career Center will not accept any job/internship postings that are 100% commission based.
- The Career Center will not accept any job/internship postings that require an out of pocket expense to the student for certification/materials or any additional reasons.

- The Career Center will review all posting of job/internship postings on its Warrior Jobs website for clear and accurate descriptions of all positions. Failure to accurately describe the responsibilities and requirements of any opportunity will not be posted on the website.
- The Career Center asks all employers to keep track of positions their company posts and to remove any job/internship posting that have been filled or have expired. Warrior Jobs system will expire postings after 90 days. The employer will have the option of re-posting their job/internship opportunity.
- The Career Center will NOT filter/screen resumes on behalf of employers. Employers are responsible for filtering/screening ALL student/alumni resumes.
- The Career Center will investigate complaints by users of our services about job/internship postings. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the employer involved or eliminate recruiting privileges for students/alumni.
- Employers must refrain from using alcohol while participating in on-campus events held by the Career Center and in other recruiting activities (Employer Information Desk, On-Campus Interviews).
- Employers will not be permitted to promote multi-level or pyramid marketing opportunities.
- Employers will not be permitted to promote any domestic employment opportunities (i.e. babysitting, gardening, driving, and house cleaning). All positions posted to our Warrior Jobs website must relate to degrees offered at our college.
- Employment offers must not be contingent upon students/alumni paying fees related to confirming employment.
- Employers/Organizations will not be permitted to promote opportunities for students to become independent contractors or to start their own business.
- Employers must include all information required by the Career Center in any internship or employment job description including compensation (salary or hourly wages).
- Employers will not be permitted to solicit or sell their products or services during any on-campus event.
- Employment/Internship offers must be made by the employer.
- The Career Center will NOT promote/advertise any employment/internship opportunities that are targeted towards specific minorities/races or genders. All opportunities must be equal to ALL students/alumni.

**Third Party Recruiters, including Employment Agencies, Search Firms, Staffing Services, Temporary Agencies, On Line Job Board Services, Contract Recruiters,**

Updated August 2, 2013

**etc.:**

To post a position, please contact Cindy Price Verduce, Director of Learning Support Services and Career Planning & Development, at [cpverduce@indianatech.edu](mailto:cpverduce@indianatech.edu) for a copy of our *Third Party Recruiters Policy* and our *Third Party Recruiter Working Relationship Statement*. Once all requirements have been met, we would be happy to post your position for you. Third Party Recruiters do not have access to resume referrals. Third Party Recruiters are permitted to attend campus career fairs.

### **Security**

Indiana Tech does not endorse any employer and urges students to use good judgment in all of their interactions with employers. The CPDC suggests that students request business references for unknown organizations before interviewing with them off campus or exploring job opportunities. Students should never give a potential employer their credit card, social security numbers, or bank account numbers, and never spend any of their own money on an employment "opportunity" unless very certain it is for legitimate reason (such as training costs.) The Career Planning & Development Center staff advises students to interview in public places only.

### **Private Policy Changes**

The CPDC may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way Indiana Tech collects or uses information or changes in privacy-related laws, regulations, or industry standards. Accordingly, the CPDC reserves the right to change this privacy statement at any time by posting the revised policy on this site. Information will be handled according to the privacy statement in effect at the time the information is used.

### **Disclaimer**

- The Career Center staff at Indiana Tech maintains this website as a service to our students and alumni. We do not endorse or recommend employers and their services. We encourage students/alumni to thoroughly research each job vacancy for which they are applying and to verify the integrity of the organization.
- Links to other websites are not under the control of the Career Center and we are not responsible for the contents of any linked site.
- Students/ Alumni who discover any misuse or abuse of this website are encouraged to contact the CPDC immediately.
- If you have any questions or concerns regarding this user agreement or wish to contact the Career Planning & Development Center at Indiana Tech, please call (260) 422-5561 ext. 2217 or email [cpverduce@indianatech.edu](mailto:cpverduce@indianatech.edu).

**Please Note: Students, Alumni, and Employers registering, and/or submitting/reviewing resumes are agreeing to comply with all points of the Participation Agreement.**